Community Leaders Internship Program Job Description Form

Name of Non-Profit Organization: Milwaukee Environmental Consortium

Position Title: Milwaukee Water Commons Administrative Specialist

Hourly Wage: 11 Average Hours Per Week: 10

Desired Work Schedule: 
(list ideal work days and times of the week for this position)
Monday through Friday between the hours of 9 and 5

Address: 1845 N. Farwell Avenue
Milwaukee, WI 53202

Supervisor Name: Ann Brummitt
Supervisor Phone Number: 414-763-6199

Supervisor Email: annbrummitt@gmail.com

Essential Duties and Responsibilities:

1. Maintain contact databases; ensure information is collected, entered and updated
2. Manage Water Commons contracts and insurance issues
3. Help with event planning schedules and ensure follow through
4. Prepare agendas and meeting minutes
5. Other duties as may be required
6. Attend meetings as available for administrative support

Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

- Verbal Communication
- Microsoft Office Skills (Word, PowerPoint)
- Adobe (Photoshop, Illustrator, InDesign)
- Detail Orientation
- Initiative
- Written Communication
- Ability to Work Independently
- Ability to Work in a Team
- Presentation and Public Speaking Skills
- Problem Solving
- Flexibility/Adaptability/Creativity
- Organizational Skills
- Customer Service Skills
- Multi-tasking
Provide other required qualifications or information on this position:

The position provides the opportunity for an individual with interests in the nonprofit sector, communications, marketing, social media, and writing, to work with a variety of Milwaukee environmental organizations to further a healthy and sustainable community. One of the Consortium’s projects is the Milwaukee Water Commons. The MWC fosters connection, collaboration, and broad community leadership on behalf of our waters. All employees of MVC must have a demonstrated ability to work in multi-cultural contexts.

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

**Intercultural Knowledge and Competence**

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

**Critical and Creative Thinking Skills**

☐ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

**Effective Communication Skills**

☐ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

**Individual, Social, and Environmental Responsibility**

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position: