Name of Non-Profit Organization: Milwaukee Environmental Consortium

Position Title: Assistant to Web Designer

Hourly Wage: $11 Average Hours Per Week: 10

Desired Work Schedule: (list ideal work days and times of the week for this position)
Flexible hours for off-site work. Should be in the office at least 2 days per week. Office hours are Monday-Friday, 8-5.

Address: 1845 N. Farwell Avenue
Milwaukee, WI 53202

Supervisor Name: Martha Spencer
Supervisor Phone Number: 414-277-7927

Supervisor Email: mec.marthaspencer

Essential Duties and Responsibilities:
- Compile news, events and volunteer/job opportunities from MEConnect Member websites.
- Format compiled content to fit MEConnect web guidelines.
- Enter formatted content onto the MEConnect website.
- Maintain MEConnect social media accounts.
- Work toward creating news feeds with area publications.

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:

- Background working with Drupal or similar CMS software preferred.
- Must be able to perform basic formatting tasks in Microsoft Word or similar.
- Copy editing and content curation skills.
- Ability to select, resize and crop digital images.
- Additional web development skills and proficiency in using HTML, CSS, Javascript and PHP a big plus.

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:

- Student will acquire a great deal of information leading to a broad understanding of the environmental community in Greater Milwaukee.