



Job Title: **Community Engagement Specialist (UWM Intern)**
Reports To: Olivia Raasch, Green Career Pathways Manager, oraasch@urbanecologycenter.org
Hourly Wage: \$17/Hour
Technology: shared workstation and/or personal device (laptop)
Work Locations: Riverside Park, 1500 E Park Pl, Milwaukee WI 53211
Menomonee Valley, 3700 W Pierce St, Milwaukee WI 53215
Washington Park, 1859 N 40th St, Milwaukee WI 53208
mostly in-person (80-100%), with occasional remote flexibility
Work Schedule: up to 10 hours/week, September 2023 to May 2024 (9 months)

- ~4 hours/week, Monday to Friday, flexible based on student schedule
- ~6 hours/week, 9a - 3p, Saturdays (rotating locations)

POSITION SUMMARY: The Community Engagement Specialist at the Urban Ecology Center will impact the UEC in 3 key areas: community engagement, alumni outreach and storytelling, and equity, dignity, and justice initiatives. This is a highly collaborative opportunity to influence several key areas of the organization. The Urban Ecology Center is a people-centered, mission-driven organization which regularly engages interns in performing meaningful work to advance our impact in the community

Students interested in this role may be studying African Diaspora Studies, Anthropology, Childhood and Adolescent Studies, Communication, Community Engagement and Education, Conservation and Environmental Science, Education, English, Journalism, LGBT Studies, Nonprofit Management, Peace and Conflict Studies, Public Health, Social Work, Sociology, Women's and Gender Studies, Youth Work

PRIMARY RESPONSIBILITIES

COMMUNITY ENGAGEMENT

- Support the work of our Neighborhood Engagement teams at all 3 branches by supporting visitor experience, assisting with events, participating in neighborhood outreach, promoting programs, and overall connecting the community to the Urban Ecology Center's mission: connecting people in cities to nature and each other.

ALUMNI OUTREACH & STORYTELLING

- Perform outreach to our intern alumni network to track the influence of their internship experience and record their environmental career progression.
- Utilize alumni outreach information to create content for UEC communication platforms; this could be blog post, video interview, audio interview (short or long-form), or other medium preferred by the intern.
- Collaborate with Marquette student intern to enhance alumni outreach and engagement strategy.

EQUITY, DIGNITY, AND JUSTICE SUPPORT

- In collaboration with our cross-departmental EDJ Circle, provide insight on current trends and resources related to environmental justice. Share resources and ideas with the UEC staff community.

- Utilize equity audit results through a partnership with Cream City Conservation Corps and partner with our EDJ Coordinator to track progress on internal practices and inform priorities in the short-and-long-term strategic plan of the Urban Ecology Center.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Reliability and Agency:** You build trust and exercise good judgment by meeting deadlines, delivering on commitments, prioritizing needs, and making considered and effective decisions.
- **Efficient:** You have strong attention to detail, are self-motivated, and are able to multitask. You are able to prioritize your work based on importance and urgency.
- **Collaboration:** You have a strong ability to collaborate and share responsibilities with peers.
- **Effective Communicator:** you can articulate thoughts and express ideas effectively using oral, written, visual, and non-verbal communication skills, as well as listening skills to gain understanding. You have the ability to deliver information in person, in writing, and in a digital world.
- **Other necessary skills include:** making a presentation and reporting on work progress, problem-solving, adaptability, and customer service skills.
- Strong cultural competency and commitment to equity, dignity, and justice.
- Affinity to the Urban Ecology Center's mission, vision, and values.
- Ability to utilize the Google Suite - Drive, Docs, Sheets, Forms, and Slides

SKILLS AND EXPERIENCES GAINED FROM THIS POSITION

- Critical and creative thinking skills
- Effective communication skills
- Intercultural knowledge and competence
- Individual, social, and environmental responsibility
- Data/information management and how it informs future strategies
- Organizational tactics to operationalize equity, dignity, and justice values
- Community engagement strategies, including relationship development and neighborhood-wide event planning

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.