Agency Partners

Each year, nonprofit agencies apply to participate in the Trinity Fellows Program. We anticipate about twenty agency applicants will submit twenty-five to thirty job descriptions per fellowship term. The Trinity Fellows Program selection committee carefully reviews each agency job description, and strives to make the most compatible match available, based on the student’s background, skills, and goals. Since our program began in 2000, we have placed Fellows with more than sixty area agencies.

Below is a list of some of our placement agencies and student roles:

1. **Adult Learning Center**
   Agency provides basic skills and GED instruction to educationally and economically disadvantaged adults, aged 18-60.
   **Fellow’s Role:**
     Responsibilities include: Coach students on goal setting in areas of housing, childcare, post-secondary education. Connect students with community resources. Create and update students’ Personal Action plans. Plan and organize ALC Boot Camp with ManPower Group. Develop life skills workshops, and family and financial literacy programs. Attend Board meetings; monitor volunteer service hours; assist with fund development, grant writing.
   - **Fund Development & Public Relations/ Program Assistant** (2007-09) (2005-07)
     Responsibilities include: Promote agency; research funding sources; assist with newsletters, grant writing, reports, brochures; database maintenance; strategic planning; Board development.

2. **Alliance for Families and Children** (formerly United Neighborhood Centers of America)
   The agency is a voluntary, nonprofit, national membership organization for neighborhood-based organizations throughout the United States and is a national advocate for social justice, neighborhood-based progress, and community building rooted in the tradition of the settlement house movement.
   **Fellow’s role:**
   - **Civic Engagement Research Coordinator** (2015-17)
     Responsibilities include: Create case studies tracking the developmental process of organizations in our network that are increasing their capacity for impact through engagement strategies. Use interviews and other forms of outreach to increase the Center’s knowledge about strong community-based approaches to human services provision and help to translate this knowledge into tools and resources for the network.
   - **Asset Coordinator, Neighborhood Revitalization** (2012-14)
     Responsibilities include: Document assets and strengths of UNCA membership with an emphasis on neighborhood revitalization, program design, impact on education (early childhood through adult), workforce readiness, health and wellness, civic engagement, crime prevention, real estate development, and neighborhood planning. Work includes: data acquisition, organization, and analysis; written and oral communication to internal and external stakeholders; training and technical assistance; outreach to local and national organizations.

3. **Carmen Schools of Science & Technology**
   The mission is to graduate critical thinkers and self-directed learners prepared for success in college, meaningful careers, community involvement and family life.
   **Fellow’s Role:**
   - **Special Assistant to the Head of Schools** (2014-16)
     Responsibilities include: Assist with development, advocacy, community outreach, advancing strategic plan. Work focused on education reform policy, development and lobbying, community organizing, and donor relations.
   - **College Transition Coordinator** (2009-11)
     Responsibilities include: Develop and implement a college transition program plan for CHS students; develop relationships with community businesses, college/university admissions directors, and college/university scholarship program managers to facilitate summer internships and college admission. Assist with advocacy, build student/parent library of materials for college/financial aid, and assist with development of CHS college scholarship fund.
4. **City Year**
City Year is an education-focused non-profit organization that unites young people, ages 17-24, of all backgrounds for a year of full-time service in high-need schools where they serve as tutors, mentors and role models helping students succeed and stay in school and on track to graduate.

**Fellow’s role:**
- **Community Partnership Manager** (2015-17)
  Responsibilities include: Internal and external asset mapping activities. Attend and provide limited liaison support to collaborative meetings, encourage use of protocols and established collected procedure and decision making structures. Mobilize cooperation and understanding of shared goals while managing collaborative portfolios. Research best practices/policies in collaborative urban education reform. Produce materials outlining involvement with local and national projects and initiatives. Develop and implement data collection methods, tools and evaluation measures to inform strategy.
- **Training and Evaluation Coordinator** (2013-15)
  Responsibilities include: Work with Training and Evaluation team to ensure delivery of a comprehensive learning and leadership development program for 90+ volunteers. Support “train the trainer” program delivery and evaluation. Collect, evaluate, and report on data for 1300+ students at 10+ schools; assist with additional evaluation, analysis, and reporting projects.

5. **College Possible**
College Possible is making college admission and success possible for low-income students through an intensive curriculum of coaching and support.

**Fellow’s Role:** **Development Associate** (2015-17)
Responsibilities include: Support the External Relations Coordinator in managing and executing the College Possible Milwaukee grants and reporting calendar. Help with event planning with the individual fundraising dinner and high school visits with prospective donors and current funders. Database management, prospecting and donor cultivation and data collection and reporting.

6. **Connections in Sight**
Connections In Sight connects people with vision loss and their friends and family to resources in the Greater Milwaukee area.

**Fellow’s role:** **Communications Manager** (2012-14)
Responsibilities include: Assess and implement project marketing strategies, managing web portals, participating in Speakers Bureau, build relationships with the medical community and potential collaborating partners, grant writing, and lead/manage coalition meetings.

7. **Centro Hispano** *(formerly Council for the Spanish Speaking)*
Agency advocates on behalf of Latinos and the socially and economically challenged. Services include programs in education, housing and human services.

**Fellow’s Role:**
- **Health Education Fellow** (2014-15)
  Responsibilities include: Advance the agency’s outreach efforts to the Latino population related to the Affordable Care Act; research health policy as it pertains to the City of Milwaukee and the state, with particular emphasis on equity issues and disparities impacting Latinos locally and at the state level, including Medicaid. Survey community-based organization and health providers and related networks to determine which entities provide direct and indirect health care services to Latinos and the undocumented population in Milwaukee County.
- **Assistant to the Director-Office of Development and Grants Management** (2007-09)
  Responsibilities include: Records maintenance, database management, research, marketing, donor relations, grant monitoring, reporting, participation in Board meetings, assist with coordination of fund development activities, grant writing, fundraising events.

8. **Discovery World**
Discovery World educates, motivates, mobilizes, and inspires the innovators and entrepreneurs of the 21st century.

**Fellow’s role:** **Development Assistant** (2013-15)
Responsibilities include: Act as liaison between development, PR, and marketing departments; creating and assisting with strategic communications, including newsletters, annual report, online content; fund development research; development and implementation of development initiatives, community outreach.

9. **Dominican Center for Women**
The Dominican Center for Women partners with the community to maintain and enhance a beautiful, stable, healthy, and safe neighborhood consisting of residents who are community minded and are striving to be meaningfully educated and employed.

**Fellow’s Role:** **Communications and Community Engagement Specialist** (2014-16)
Responsibilities include: Assess internal and external communication capabilities; develop and implement a communications plan; monitor and oversee content, collect stories and updates for social media; produce and update print communications; organize and maintain detailed records of program history; research best practices for community engagement; assist with event planning and coordination of community gatherings.
10. The Gathering
The mission of The Gathering is to provide meals and associated services to those who would otherwise go hungry or without.
Fellow’s Role: Project Manager, Strategic Plan Implementation (2012-14) (2011-12)
Responsibilities include: Manage Fresh Produce Preservation Project; Board Awareness/PR committee support; technological, social media communications; PR materials, newsletter, other print communications; program evaluation, research, and program design; assist with fund development.

11. Greater Milwaukee Foundation
Strengthening Communities Through Effective Partnerships
Responsibilities include: Engage in community leadership and impact aspects of the Foundation’s work. Assist in researching community issues related to education, neighborhoods, income and racial equality. Research includes on-going evaluation of community assets and needs. Develop formats for sharing information: reports, presentation, convening of targeted audiences.

12. IndependenceFirst
Agency serves persons with disabilities. Mission is to facilitate empowerment through education, advocacy, independent living services, and coalition building.
Fellow’s role:
- Marketing and Program Development Coordinator – Youth Leadership Program (2015-17)
  Responsibilities include: Update and streamline all written materials for the Youth Leadership Program. Write and create curriculum for My Brother’s Keeper male support group, create curriculum for Safe Relationships Safe Places and other classes and workshops. Design and edit a new website or addition to existing website for Disability and Sexuality Survey.
- Wheelchair Recycling Program (WRP) Fellow (2012-14) (2004-06)
  (2012-14) Responsibilities include: Assist with community outreach initiatives, strategic planning, fund development, program development, marketing initiatives, and reports. (2004-06) Project coordination; research; grant writing.
- Chief Administrative Staff in Training/Legislative Advocate (2009-11)
  Responsibilities include: Work closely with Executive Director to implement strategic plan; advocacy; research, serve as liaison between persons with disabilities and agency by organizing and identifying resources available for advocacy issues; participate in planning meetings.
- Program Development Fellow (2008-09)
  Responsibilities include: Work with the Executive Director and staff to create a sustainability plan for the Housing Advocacy and the Recreation Program; develop and facilitate a conflict resolution program for staff. Attend Board meetings, employee relations committee meetings.
- Legislative Advocate (2006-08) (2004-06)
  Conduct advocacy; research; program development; event coordination; project assessment.
- Administration-Housing/Transition Fellow (2002-04)
  Project coordination and development; research; grant writing.

13. Interfaith Older Adult Programs
Agency serves older adults. Programs include employment services, resource information, personal care services, community senior center operation, and neighborhood outreach.
Fellow’s role:
- Marketing and Recruitment Coordinator, 55+ Tutor Program (2011-13)
  Responsibilities include: Partnership development, volunteer recruitment and coordination, program development and marketing. Program involves strategic volunteer recruitment for 16 MPS partner schools; program volunteers include Volunteer Tutors and Master Tutors (retired teachers, principals, or experienced teaching volunteers).
- Community Outreach Assistant (2006-08)
  Assist in community outreach activities related to the Family Caregiver Support Network (community presentations, community outreach, newsletter, and marketing).
- Neighborhood Development Coordinator (2002-04)
  Assist with management of neighborhood senior center; research; develop and implement fund-raising strategy.

14. International Institute of Wisconsin
Agency is dedicated to the promotion of international cooperation, understanding, and a multi-ethnic, multi-cultural perspective through education, exchange, communication, social activities, and immigration and naturalization services.
Fellow’s role:
- New Americans Programs Coordinator (2015-17)
  Responsibilities include: Develop and deliver naturalization test preparation classes for clients seeking citizenship. Conduct original research dedicated to understanding how refugees and immigrants are conceptualizing citizenship.
- Program Assistant (2014-15)
  Responsibilities include: Research, develop and implement refugee resettlement survey/impact assessment for IIW; assist case workers in fulfilling IIW refugee resettlement service responsibilities, additional program development/delivery duties as needed.
- Special Assistant to the President (2010-12)
  Responsibilities include: Assist agency President in the development of professional resources, design and/or redesign of current programs and their implementation, and the development of appropriate funding strategies.
15. **Journey House**
Community-based organization dedicated to providing quality education, leadership development and life skills programming.

*Fellow’s role:*
- **Opportunities Research Analyst** (2015-17)
  Responsibilities include: Evaluate current programs to determine feasibility of expansion and resources needed to enhance current programs. Participate in brainstorming sessions with leadership to evaluate new programming. Work closely with youth, adult, and workforce program directors to determine current and future needs. Assist in developing a strategic plan for agency program expansion that includes community feedback. Advise fund development team on key funding opportunities and strategies.
- **Assistant Director, Community Relations and Volunteer Coordinator, Community Events Assistant** (2013-15)
  Responsibilities include: Volunteer Coordination: Manage and coordinate agency volunteer program; develop job descriptions, orient, monitor, evaluate, track, handle correspondence, assist with coordinating volunteer events, and community outreach. Community Relations: data management, communications, and public relations/marketing. Research and analysis investigating the feasibility of community partnerships, program and funding opportunities.
- **Community Outreach Coordinator** (2011-13)
  Responsibilities include: Develop and implement strategies for engaging businesses, organizations, and associations that will enhance agency visibility and promote collaborations; and assist with agency website design and maintenance. Collaborations will be sought in the fields of education, employment, law enforcement, and community development.
  Responsibilities include: Fundraising activities such as capital campaign, annual giving, special events, gift cultivation and solicitation. Grant writing and public relations.

16. **Justice 2000**
Agency mission is to promote the expansion of opportunities for the safe release and community reintegration of criminal offenders.

*Fellow’s role: Justice 2000 Fellow* (2009-11)
Responsibilities include: Inform and educate community on criminal justice system issues; research, evaluation, advocacy; work with neighborhood groups to address community justice and corrections issues; assist with development of Milwaukee Area Time Exchange. Some case management.

17. **March of Dimes**
The mission of the March of Dimes is to improve the health of babies by preventing birth defects, premature birth, and infant mortality—through research, education and community programs.

*Fellow’s role: Marketing Associate, Special Projects* (2014-16)
Responsibilities include: Work with the State Director to conduct an environmental scan, gather research and provide analytical results which will be used to grow and maintain public name recognition and mission awareness, and to engage and educate the public, volunteer base, and donors. Assist with forming a strategic position and plan.

18. **Menomonee Valley Partners**
Agency mission is to ecologically and economically revitalize the Menomonee Valley for the benefit of the entire Milwaukee community

*Fellow’s Role:*
- **Marketing and Communications Coordinator** (2014-16) (2012-14)
  Duties include newsletters, press releases, website management, public outreach coordination, assist with business recruitment, event planning and coordination, volunteer management, and research and development of agency marketing and promotion strategy.
- **Coordinator of Outreach and Stewardship** (2010-12)
  Responsibilities include: Assist with agency collaborations, work with the Friends of the Hank Aaron State Trail to maintain and improve the trail, develop and implement ways for local community organizations and businesses to make use of the valley’s resources, particularly the parks and trails.
- **Stewardship Coordinator** (2008-10)
  Responsibilities includes: Development, communications, and stewardship program assignments. Assist with: agency capital campaign and fund development; coordinate local university Service Learning – MVP projects; assist with the development of stewardship program and other MVP program coordination; other communication and event coordination projects, as assigned.
- **Open Space Program Coordinator** (2007-09)
  Responsibilities include: Public outreach; community organizing; community liaison; assist with fundraising; project planning; event planning; and coordination of project partners.
19. **Meta House**
Agency serves women with history of substance abuse, and provides advocacy, treatment, supported housing and other services.

**Fellow’s role:**
- **Volunteer and In-kind Gifts Coordinator** (2013-15) (2011-13)
  Responsibilities include: Manage recruitment, placement, and recognition of volunteers; coordinate volunteers for special events; develop lists and secure in-kind donations from individuals, groups and corporate donors; cultivate relationship with supporters through outreach methods including tours, written articles and social media.
  Responsibilities include: Media relationships; newsletters; annual report; donor cultivation; update/develop marketing materials and website content; manage agency video project; manage Speaker’s Bureau; develop content IMessage of agency events; assist with public policy materials and legislative advocacy efforts, assist with grant writing.
- **Marketing/Public Outreach Coordinator** (2005-07) (2003-05)
  Responsibilities include: Public relations; newsletters; annual report; news releases; donor cultivation; development/coordination of volunteer program.

20. **Milwaukee Center for Independence**
Agency mission is to assist individuals and families with special needs. Services include work and vocational training programs that lead to competitive employment.

**Fellow’s role:**
- **Family Partnership Coordinator** (2012-14) (2015-17)
  Responsibilities include: Develop and implement strategies to increase family engagement in the MCFI children’s programs; serve as liaison to the Parent to Parent program; identify opportunities for collaboration between MCFI children’s programs; work with volunteers.
- **Foundations and Marketing Fellow** (2009-11)
  Responsibilities include: Branding evaluation, implementation of new strategic plan, and various projects related to fund development and marketing.
- **Family Outreach Coordinator** (2007-2009)
  Responsibilities include: Serve as a liaison between school and parents; attend monthly family-school meetings; assist with coordination and further development of recreational family/school activities; create/deliver newsletter that will inform, educate and involve families; assist with coordination of needs and assessments; assist with creation and implementation of a database for school’s collaborative and mentoring relationships
- **MCFI Fellow** (2005-07)
  Responsibilities include: Research, analysis, and reporting for SEDA Program; grant research and writing; assist with curriculum training research and coordination.
- **Offices of Family Resources Fellow** (2003-05)
  Responsibilities include: Assist with program support; research and development; program coordination.

21. **Milwaukee Christian Center**
MCC is a social service and community development agency, located on Milwaukee’s near south side. Services include senior adults program, emergency food pantry, various youth programs, neighborhood improvement project, and first-time juvenile offender program.

**Fellow’s Role:**
- **Marketing and Social Media Coordinator** (2014-16)
  Responsibilities include: Assist with development of an organization-wide communication strategy, focused on 4 key areas: social media; production of quarterly newsletter; website development; and support for marketing special events. Assist with special events and fundraisers.
- **Neighborhood Improvement Programs (NIP) Coordinator** (2011-13) (2010-11)
  Responsibilities include: assist with graffiti removal and wheelchair ramp and lift programs; assist with/coordinate agency collaborations; project-related research, design, estimates, plans for city approval; serve as Kinnickinnic River project liaison; help develop NIP volunteer program; fund development, board development.
- **Volunteer Coordinator and Special Events Assistant** (2009) (2006-08)
  Responsibilities include: Develop and manage agency volunteer program (recruit, screen, match, coordinate, track) and coordinate several annual special events. Additional responsibilities for 2009: update volunteer brochure and handbook, develop and coordinate service learning volunteers, community presentations. This position transitioned to Neighborhood Improvement Program (NIP) Fellow in 2010.
- **Communications Coordinator, Volunteer Coordinator** (2002-04) (2004-06)
  Responsibilities include: Public relations; event coordination; quarterly newsletters; annual report; brochure revision; assist with additional development initiatives; manage volunteer applications.

22. **Milwaukee College Prep**
A free, K-8 public charter school network where “knowledge plus character pave the road to college and beyond” for nearly 2,000 scholars.

**Fellow’s role: Development and Communications Fellow** (2014-16)
Responsibilities include: Assist with all aspects of development and communications, with a special focus on social media, database management, and event management. Specific projects include: implement donor database conversion; database management; gift and acknowledgement processing; event planning; grant writing and research; development and distribution of printed materials.
23. **Milwaukee Youth Arts Center**
   Building a vibrant future for our youth and community through education and involvement in the performing arts by establishing an environment in which young people and adults can be inspired by each other’s work and creativity.
   
   **Fellow’s role: Communications Manager (2014-16)**
   Responsibilities include: Work on a variety of strategic communications, public relations, and branding initiatives, including: manage website; manage social media; create and distribute quarterly newsletter; media relations; develop communications, marketing and public relations plans for MYAC events; measure analytics.

24. **Neighborhood House**
   Agency was founded in the settlement house tradition, and offers a wide variety of social, educational, and recreational programs for individuals from infancy through older adulthood.
   
   **Fellow’s Role:**
   - **International Learning Center - Program Assistant (2013-14)**
     Responsibilities include: assist with database management, data analysis, reports; monitor grant calendar, assist with grant compliance and fundraising efforts; plan and lead workshops; research and develop community resource materials, build relationships and partnerships with surrounding businesses, organizations, nonprofits to support ILC and refugee students.
   - **Volunteer Coordinator (2011-13)**
     Responsibilities include: Volunteer orientations and trainings; recruitment, placement, and coordination; maintain volunteer resources and data collection; coordinate volunteer appreciation; fundraise for volunteer support. Other responsibilities to be assigned based on Fellow’s learning goals and skill set.
   - **Marketing and Communications Fellow (2013-14)**
     Responsibilities include: Grant research, proposal writing, gift and donation processing, data management, reporting and other communications projects, and various outreach activities.
   - **Development Assistant (2008-10)**
     Responsibilities include: Fund development, grant writing, organizing grants process and calendar; assist with maximizing fundraising database system and development of annual fundraising plan. Additional duties may include: write, edit, and develop marketing materials such as newsletters, brochures; assist with special events planning and execution; assist with capitol campaign.
   - **Assistant Business Office and Operations Manager (2006-08)**
     Responsibilities include: Implement a comprehensive system to update and compile agency policies and procedures; assist with improving agency business structures; Board policies; legal documentation; annual program planning; develop intra-net system.

25. **Our Next Generation**
   Agency provides academic support and life skills programs to inner city children and youth, pre-K through 12th grades. “Our mission is to serve children in our neighborhood with programs focused on improving educational outcomes, life skills, and reducing violence through one-on-one relationships.”
   
   **Fellow’s role: Manager of Program Development (2012-13) (2010-12)**
   Responsibilities include: Project planning and implementation; research; community, business outreach; assist with fund development; establish outcome measurement and assessment tools; assist with technology and curriculum development; assist with strategic planning.

26. **SaintA**
   SaintA provides innovative family-centered care and educational services that embrace diversity and empower children, families, and adults to improve the quality of their lives. We are a dynamic provider advancing foster care, education and mental health services. (formerly St. Aemilian-Lakeside)
   
   **Fellow’s role:**
   - **Quality Improvement Specialist (2015-17)**
     Responsibilities include: Develop and complete Program and Administrative Department manuals in collaboration with SaintA Performance and Quality Improvement Committee. Assist QI department staff with agency accreditations by supporting programs to develop procedure and practice improvements as well as implement enhancements to reduce risk, to meet accreditation standards and adequately document to ensure ongoing fidelity.
   - **Quality Improvement Specialist (2013-15)**
     Responsibilities include: Work with and report to Director of Quality Improvement. Implement the program satisfaction survey process, conduct in-depth data analysis, conduct special projects as assigned around Trauma Informed Care, and work with various agency compliance projects.
   - **Fund Development and Special Events Assistant (2008-09) (2006-08)**
     Responsibilities include: Conduct grant proposal research to identify new sources of funding for existing programs and new initiatives; special event coordination; community outreach; assist with marketing efforts and research.
   - **Marketing Coordinator (2003-05)**
     Responsibilities include: Promote community awareness of agency through multi-media marketing; special events coordination; website development/management; press releases.
27. **St. Joan Antida**  
St. Joan Antida High School is a Catholic high school, sponsored by the Sisters of Charity of St. Joan Antida, which serves a culturally and economically diverse student population, shaping and challenging the minds of today's young women.  
**Fellow's role: Teacher and Campus Ministry Fellow (2012-14)**  
Teach theology classes, assist the Coordinator of Student and School Culture with special projects, and assist with Campus Ministry.

28. **SET Ministry**  
Community-based health and human services agency that supports socially and economically disadvantaged people set and achieve goals that promote self-sufficiency and improve their lives. The program approach integrates the physical, psychological, social and spiritual aspects of each individual.  
**Fellow's Role:**  
- **Early Childhood Community Engagement Manager (2013-15)**  
As a part of its trauma-informed, group-based work with families, SET will implement a curriculum known as Families and Schools Together (FAST). Fellow's role is to coordinate the Parent Engagement Peer Group Program (PEPG), according to FAST model requirements. Responsibilities include: coordinate the PEPG program within two Milwaukee schools; assist in the development, recruitment and retention of a multi-disciplinary advisory team for each school site; conduct outreach and engagement in collaboration with each school's team; coordinate program logistics; collect evaluation data.  
- **Director, Program Supportive Services (2009-11)**  
Responsibilities include: Plan and implement systems to energize and streamline existing programs.

29. **Sojourner Family Peace Center** (formerly Task Force on Family Violence)  
Agency provides education, advocacy and resources to keep people safe; mission is to create peaceful communities in which domestic respect and a life free from violence is the right of every woman, man and child.  
**Fellow's role: Senior Associate, Grant Writing Specialist, Project Coordinator (2007-08)**  
Responsibilities include: Assist with development and maintenance of agency grant writing and reporting systems; research existing and new grand funding sources and work with Executive Director to prepare annual grant template; agency donor reports and grant reports; other grant related fund development activities. Fellow also served as coordinator of Milwaukee County Health Care Intimate Partner Violence (IPV) Consortium.

30. **TransCenter for Youth**  
Agency provides high quality educational programs that allow “at risk” youth to become productive adults and responsible community members.  
**Fellow's Role:**  
- **Coach Coordinator and Assistant to Public Achievement Site Coordinators (2002-04)**  
- **Assistant Educational Advisor and Public Achievement Coach for Cities Project High School (2005-07)**  
Assist, coordinate, sustain and evaluate PA program; train coaches; community outreach; develop and coordinate service learning program; coach student PA and academic projects, assist with grant writing; reporting.

31. **United Community Center**  
Agency serves Hispanics and near-Southside residents of all ages; programs are in the areas of education, cultural arts, recreation, community development, and health and human services.  
**Fellow's Role:**  
- **Volunteer Projects Liaison (2011-12)**  
Responsibilities include: Help recruit, place, train, and supervise volunteers for school, after school, and Summer Bridge Program, and will assist with research and development of volunteer opportunities. Responsibilities include: develop job descriptions, training materials, and volunteer follow-up mechanisms; coordinate with teachers who work with volunteers; assist with program assessment and Summer Bridge Program curriculum development; act as lead on Abriendo Puertos program; participate in Community Relations and Marketing dept. strategic planning meetings; coordinate, build relationships with partner schools, corporations and other potential volunteers.  
- **Volunteer Coordinator (2005-07)**  
Plan, design, and coordinate a volunteer program to obtain help from outside companies and agencies with events and programs at UCC. Work includes: recruitment, interviewing, training and supervising volunteers; management of major annual volunteer events.

32. **United Neighborhood Centers of Milwaukee (UNCOM)**  
The agency mission is to strengthen city neighborhoods by combining and enhancing the assets of partner agencies to improve the quality of life for urban families. Partner agencies are Agape Community Center, COA Youth and Family Centers, Journey House, Milwaukee Christian Center, Neighborhood House, Next Door Foundation, Northcott Neighborhood House, and Silver Spring Neighborhood Center.  
**Fellow's role: Program Support Specialist (2011-13)**  
Responsibilities include: Work with agency staff in the areas of administration, operations, programs, and services. Responsibilities include: assist with needs assessments; prepare, develop, and execute work plans; support issue-related affinity teams; support outreach and networking activities; coordinate and attend meetings and provide feedback on project progress; assist with reports, grants and other communication materials; assist with volunteer management; collect, enter, and analyze data.
33. **Urban Ecology Center**

Agency mission is to provide outdoor science education for urban youth; protect and use public natural areas, making them safe, accessible and vibrant; preserve and enhance these natural areas and their surrounding waters; promote community by offering resources that support learning, recreation, stewardship and camaraderie.

**Fellow’s role:**
- **Development and Marketing Associate** (2013-15) (2011-13), **Marketing Communications Associate** (2009-11)
  Responsibility includes: Web-based event management system; develops internal and external communications; develops and implements membership growth plan; and conducts various media, marketing, and event coordination projects.
- **Arboretum Project Coordinator** (2012-13)
  Responsibility includes: Coordinate the Milwaukee Rotary Centennial Arboretum project, scheduled to open in September 2013. Responsibilities include: manage scheduling of critical path timeline; coordinate and assist with fund raising efforts; keep records and prepare project documents; coordinate meetings associated with the project, complete periodic progress reports and coordinate preparation of other communications materials related to the project; manage volunteers; support real estate, construction, and design team efforts.

34. **Vision Forward** *(formerly Badger Association of the Blind)*

Agency provides services for the blind and visually impaired, including: recreation, housing, retail, job skills training, rehabilitation services, information dissemination, volunteerism & advocacy/legislative services.

**Fellow’s Role:**
  Responsibility includes: Program development; outreach; marketing; budgeting; communications; marketing; work with business plans; development of new collaborations; advocacy research; assist with annual report, brochures, and mailings. Focus for 2009-11: assist with agency merger, assist with capital campaign and grant writing.
- **New Programs Director** (2006-08)
  Responsibility includes: Assist with the development and implementation of employment and children’s programming.
- **Communications Director** (2006-07) (2001-03)
  Responsibility includes: Duties similar to Program Development Director, above, and include assisting with development of speaker’s bureau. Communications Coordinator (2008-10) – Report to marketing director; implement agency marketing efforts, develop new communication initiatives; assist with grants and fundraising activities and speaker’s bureau.

35. **Wisconsin Regional Training Partnership**

Agency mission is to enhance the ability of private sector organizations to recruit and develop a more diverse, qualified workforce in construction, manufacturing and emerging sectors of the regional economy.

**Fellow’s Role:**
- **Development and Communications Specialist** (2015-17)
  Responsibility includes: Work within Development, Planning and Communications department to support development strategies, event planning and internal/external communication efforts. Grant research projects, reports to funders, grant award summaries, grant tracking and reporting.

36. **YMCA** **Sponsor a Scholar and Mentoring Programs**

Agency mission is to provide programs that build a healthy spirit, mind and body for all. Programs target youth development, teens, families, older adults and community development.

**Fellow’s Role:** **Mentoring Communications and Development Specialist** (2012-14), **Communications Coordinator for Mentoring Programs** (2010-12) (2008-10) (2006-08) (2004-06) (2002-04)

Responsibility includes: Develop marketing, PR, and presentation materials; publish monthly newsletter; develop and execute a mentor recruitment plan; community outreach and public speaking; establish/develop collaborations with area individuals and organizations; coordinate fundraising events; other writing projects as assigned.

37. **Joseph and Vera Zilber Family Foundation**

The Zilber Family Foundation supports nonprofit organizations to address basic human needs and help ensure personal safety; increase access to social and economic opportunity; and improve the quality of life in city neighborhoods.

**Fellow’s role:**
- **Community Engagement Specialist** (2014-16) (2012-14)
  Responsibility includes: Conduct a range of communications and special projects in service to the organization and its community partners, and will assist with enhancing internal and external communication capabilities. Responsibilities include: develop narratives that raise community awareness of ZNI partner impact; produce content for website and other electronic media; assist with program materials and reports, including organizational templates, board reports, and press releases. Provide support to agency partner and other program-related events.
- **Program Analyst** (2009-11)
  Responsibility includes: Research programs and best practices in a wide range of issue areas, prepare briefing papers for foundation staff and funded organizations, initiate and manage special projects of interest to funded organizations to assist them in accomplishing community plans. Help identify ways in which the foundation can be of better service to its constituents.