

Trinity Fellows Program

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 the inception of the Trinity Fellows Program in 2000, Trinity Fellows have been placed with the agency partners listed below.

Adult Learning Center

Agency provides basic skills and GED instruction to educationally and economically disadvantaged adults, aged 18-60.

- Transition Specialist (2009-11) – coach students on goal setting with regard to housing, childcare, post-secondary education; connect students to community resources; establish and maintain community collaborations; create/update Personal Action Plans; data collection and management; assist in administration of TABE test; develop life skills workshops; develop family and financial literacy programs.
- Fund Development & Public Relations/ Program Assistant (2007-09) (2005-07)
Responsibilities include: promote agency; research funding sources; assist with newsletters, reports, brochures; database maintenance; strategic planning; Board development.

AIDS Resource Center of Wisconsin

Agency services include HIV education, prevention programs, social services for people affected by HIV disease, clinical research and advocacy.

Fellow's Role: Communications Coordinator (2004-06) (2002-04)

Responsibilities include: assist Public Affairs Manager in developing written copy for press releases, media alerts, agency newsletter, agency website, brochures and annual report. Assist in strengthening agency relationships with donors and the public. Additional assignments according to Fellow's interests and skills.

American Red Cross

Agency services include emergency communications between members of US armed forces and their families, disaster relief, training in life-saving skills, first aid services, emergency shelter and other services for homeless individuals.

Fellow's Role: Leadership Training Coordinator (2001-03)

Responsibilities include research, develop and implement a management/leadership training program for paid and volunteer staff.

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:

- Program Development Director (2009-11) (2005-07) (2003-05) - 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) - focus on employment and children's programming.
- Communications Director (2006-07) (2001-03) - duties are 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.

Benedict Center

Agency mission is to advocate for systemic change in the criminal justice system, with emphasis on restorative alternatives to imprisonment.

Fellow's Role:

- Restorative Outreach Coordinator (2008-10) – Manage and facilitate Justice Circles and community involvement, assist as liaison with District Attorney and Courts for Second Chance participants; develop and coordinate weekly Wellness sessions; schedule presenters for agency programs and presentations; light case management.
- Sentencing Advocacy Program Assistant (2003-05) - SAM court liaison; assist with maintaining SAM database; deliver community presentations about SAM to criminal justice professionals; prepare sentencing plans.
- Sentencing Advocacy Project Leader (2001-03) – research, develop and implement Sentencing Advocacy in Milwaukee Program (SAM). Fellow was hired by agency to run program.

Boys and Girls Club

Agency mission is to inspire and empower all young people, especially those in need, to reach their full potential as productive, caring, responsible citizens.

Fellow's Role: Communications and Special Events Specialist (2007-2009) (2009-10)
Responsibilities include: research/ write articles for agency publications including newsletters and annual report; new releases; assist with development of internal and external marketing/communications/PR materials; maintain website; assist with donor relations and donor development strategies.

Carmen High School of Science and Technology

Mission is to graduate all students as critical thinkers and self-directed learners prepared for success in college, meaningful careers, community involvement and family life.

Fellow's Role: 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.

Catholic Charities

Agency mission is to provide service to people in need and to advocate for justice in social structures.

Fellow's role: Parish Refugee Resettlement Sponsor Coordinator, assist with CCHD foundation management (Catholic Campaign for Human Development) (2004-06)
Responsibilities include: curriculum development; volunteer recruitment; volunteer training; case management support for refugee resettlement program; assist with foundation management.

Children's Service Society

Agency services include child and family counseling, foster care, birth parent and pregnancy counseling, adoption, parent aide programs, respite care, childcare, and family resource centers.

Fellow's Role: Public Relations/Governmental Affairs Assistant (2000-02)
Responsibilities include: build political relationships; assist with development of advocacy policy; conduct community presentations; produce internal newsletter; conduct media and public policy campaigns.

Core/el Centro

Agency is a natural healing center for underserved and low-income population. Agency collaborates with adjacent health clinic that serves underserved, predominantly Latino, low-income families.

Fellow's Role: Fund Development/Communications Assistant (2004-06)

Responsibilities include: grant writing; newsletters; program development; event coordination; marketing.

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: Assistant to the Director- Office of Development and Grants Mgmt (2007-2009)

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.

Girl Scouts of Milwaukee

Agency provides services and programs to Milwaukee area girls.

Fellow's Role: Communications Specialist (2003-05)

Responsibilities include: teen and volunteer program coordination; special event coordination.

Healing Center

Agency serves sexual abuse survivors and their families. Services include advocacy, counseling, support groups and therapy.

Fellow's role:

- Volunteer Development Specialist (2004-06) – develop and implement a volunteer program; recruit, train and coordinate volunteers.
- Outreach and Organizational Specialist (2006-08) - assist with agency communications and website; assist with community education and outreach; coordinate information sessions for staff; coordinate and manage newsletter; research and develop outcome measurements.

Hope House

Agency provides a variety of resources to aid homeless individuals and families.

Fellow's role: Organizational and Communications Specialist (2003-05), (2005-07), (2007-09)

Responsibilities include: produce newsletters and annual report; assist with donor display board and donor relations; assist with press releases; update website; implement yearly funding; write and edit proposals; create ways to recruit new donors; attend Board meetings; record minutes; communicate with Board members regarding meetings, relevant media stories, opportunities; serve as agency liaison for Board members; coordinate committee meetings.

Horizons, Inc.

Agency mission is to provide women offenders and their families with a healthy alternative to incarceration.

Fellow's role: Administrative Fellow/Associate Director (2002-04)

Responsibilities include: program development; program assessment; grant writing; fund development; development /maintenance of agency website.

IndependenceFirst

Agency serves persons with disabilities. Mission is to facilitate empowerment through education, advocacy, independent living services, and coalition building.

Fellow's role:

- Chief Administrative Staff in Training/Legislative Advocate (2009-11) - 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) - 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, and participate in other meetings and conferences as assigned.
- Legislative Advocate (2004-06) (2006-08) – advocacy; research; program development; event coordination; project assessment.
- Wheelchair Recycling Fellow (2004-06) - project coordination; research; grant writing.
- Administration-Housing/Transition Fellow (2002-04) - project coordination; research; grant writing.

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:

- Neighborhood Development Coordinator (2002-04) – assists with management of neighborhood senior center; research, develop and implement fund-raising strategy.
- Community Outreach Assistant (2006-08) – assist in community outreach activities related to the Family Caregiver Support Network (community presentations, community outreach, newsletter, marketing).

Jewish Family Services

Agency mission is to provide comprehensive social services that enhance the lives of Jewish individuals, families and the general community.

Fellow's Role: Entrepreneurial Research and Development Fellow (2001-02)

Responsibilities include: research and develop agency entrepreneurial project.

Journey House

Community-based organization dedicated to providing quality education, leadership development and life skills programming.

Fellow's role:

- Assistant Development Director (2008-10) (2006-08) (2004-06)
- Associate Manager of Development for Capital Campaign (2000-02)

Responsibilities include: support the Development Coordinator in day-to-day operations; conduct grant research, assist with grant writing and reporting; assist with planning, organizing and coordination of fund development programs; assist with special events; attend/ record minutes for management and board meetings.

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. May assist with case management, if needed, on a limited basis.

La Causa, Inc.

Agency mission is to provide children, youth, and families with quality, comprehensive services to nurture healthy family life and enhance community stability.

Fellow's Role: Executive Project Coordinator (2007-2009)

Responsibilities include: assist with recruitment, retention activities to promote enrollment in childcare center and Charter School; public presentations, job fairs, marketing; develop and execute enrollment campaigns; develop and implement information tracking system; research and assist with grant proposals; assist with strategic planning to develop community collaborations; assist director with transition planning.

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:

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.

Stewardship Coordinator (2008-10) - Position involves development, communications, and stewardship program assignments. Responsibilities include: assist with agency capital campaign and fund development; coordinate local university Service Learning – MVP projects; assist with the development of stewardship “Stew Crew” program; coordinate *Seeds for the Future Program*; assist with MVP general communication strategy to stakeholders; maintain DonorPerfect database; assist with agency programs and 10-year anniversary event.

Meta House

Agency serves women with history of substance abuse, and provides advocacy, treatment, supported housing and other services.

Fellow's role:

- Public Relations and Advocacy Coordinator 2009-11) (2007-2009)- media relationships; newsletters; annual report; donor cultivation; update/develop marketing materials and website content; manage agency video project; manage Speaker's Bureau; develop content/message of agency events; assist with public policy materials and legislative advocacy efforts, assist with grant writing
- Marketing/Public Outreach Coordinator (2005-07) (2003-05) -public relations; newsletters; annual report; news releases; donor cultivation; development/coordination of volunteer program.

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 Relations Coordinator (2009-11) - community resource and partnership development; develop Family Mentor Program: assist with computer-based comprehensive child functionality assessment and goal-setting instrument for PSC children; strengthen SEDA and PSC involvement in critical networking opportunities, facilitate PSC meetings, assist with SEDA parent meetings; prepare newsletter for both SEDA and PSC; establish relationships with families that have “graduated” from SEDA, implement graduate tracking system.
- Family Outreach Coordinator (2007-2009) - 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) – 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) – assist with program support; research and development; program coordination.

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:

- Volunteer Coordinator and Special Events Assistant (2009-11) (2006-08) – develop and manage agency volunteer program (recruit, screen, match, coordinate, track) and coordinate several annual special events. Additional responsibilities for 2009-11: update volunteer brochure and handbook, develop and coordinate service learning volunteers, community presentations.
- Communications Coordinator, Volunteer Coordinator (2002-04) (2004-06) - public relations; event coordination; quarterly newsletters; annual report; brochure revision; assist with additional development initiatives; manage volunteer applications.

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:

- Development Assistant (2008-10) –assist with 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) - develop and assist with the implementation of 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.

Parents Plus, Inc.

Agency mission is to educate, train, and support parents, educators, service providers, and community members throughout Wisconsin to strengthen families, promote student success, and achieve optimal childhood outcomes.

Fellow's role: Executive Project Coordinator (2008-10)

Responsibilities include: Develop marketing and communications plan; develop and produce newsletters, annual report and other materials; develop and implement fund development plan (research funding sources, assist with grant writing, develop donor and mailing database); assist with Board development; other projects as designated by the Executive Director.

Planning Council for Health and Human Services

Agency mission is to advance and improve the quality of health and human services in the community through planning, research, and evaluation.

Fellow's role: Community Specialist (2009-11)

Fellow will work on team projects related to health and human services. Responsibilities include: analyze information and data, attend meetings, contribute to writing of reports, and make presentations related to agency health and human services research/evaluation projects.

Rosalie Manor

Agency provides supportive services during pregnancy and after delivery to enhance parent-child relationships and help parents identify and pursue personal and career goals.

Fellow's role: Program and Fund Development Specialist (2003-05)

Responsibilities include: program development and evaluation; fund development; grant writing; assisting with event planning and coordination.

St. Aemilian-Lakeside

Agency works with children, families, and adults to help them achieve stable and productive lives through education, therapy, support, and prevention services.

Fellow's role:

- Fund Development and Special Events Assistant (2006-08) (2008-10) – 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) - promotes community awareness of agency through multi-media marketing; special events coordination; website development/ management; press releases.

St. Rose Youth and Family Center

Agency serves adolescent girls and their families. Services include residential treatment, outpatient mental health, therapeutic day education, parenting education, and community based services.

Fellow's role:

- Program Development Specialist (2002-04) – program research and development; grant research and writing; assist with annual and other reports; community outreach.
- Fund Development Specialist (2002-04) – grant research and writing; special event coordination; marketing; database management; annual and other reports; community presentations and outreach.

Sixteenth Street Community Health Center

Agency provides comprehensive health care, health education and social services to residents of the multi-cultural neighborhood on Milwaukee's near South Side.

Fellow's Role: Public Health Information Analyst (2005-06)

Responsibilities include: research, compile, and analyze data for proposals and marketing of clinic services; research and maintain current health care related information and statistics; assist in the design of information tracking systems in order to measure program outcomes.

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 (2000-02) (2002-04) - assist, coordinate, sustain and evaluate PA program; train coaches; community outreach; develop and coordinate service learning program; coach student PA and academic projects.
- Assistant Educational Advisor and Public Achievement Coach for Cities Project High School (2005-07) – assist with coordination and evaluation of Public Achievement program at CPHS; coach student PA and academic projects (individual and group-based), assist with grant writing; reporting.

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 Coordinator (2005-07)

Responsibilities include: 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.

Village Adult Services

Agency provides adult day services for the frail elderly, disabled adult population. Services include therapeutic programs, nursing services, personal care assistance, case management, counseling, and meals.

Fellow's role: Coordinator, Business Dev., Marketing and Communications (2001-03) (2003-05)
Responsibilities include: fund development and grant writing; donor cultivation; event Coordination; quarterly newsletter; annual report.

The Wisconsin Humane Society

Agency mission is to build a community where people value animals and treat them with respect and kindness. The agency provides a variety of specialized services, including animal adoption and companion programs, a spay/neuter clinic for animals from low-income households; wildlife rehabilitation; community outreach services and educational programs.

Fellow's role: Community Initiatives Coordinator (2006-08)
Responsibilities include: develop, implement, and promote community programs; establish and maintain relations with community leaders; organize and conduct education programs and events; monitor community trends; track outreach programming and its effectiveness; research.

Silver Spring Neighborhood Center

Agency mission is to help individuals grow socially, emotionally and academically, to preserve and strengthen the family, and to strengthen the community. SSNC offers a wide array of services in the areas of youth and teen programs, adult and family education programs, emergency and health services, learning and tutoring, field trips and social events.

Fellow's role:

- Development, Volunteer, and Communications Associate (2007-2009)- grant and other funding research; grant writing; special event planning coordination; assist with annual and other reports; assist with public relations and communications projects; assist with volunteer recruitment and coordination.

YMCA

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: Communications Coordinator for Mentoring Programs
(2002-04) (2004-06) (2006-08) (2008-10)

Responsibilities include: develop and implement annual communications plan; produce newsletter; maintain website and volunteer listings; write/maintain program's portfolio of client stories and photos; assist with PR materials and press releases; assist with mentor recruitment, retention and curriculum development; coordinate One on One site.

YWCA

Agency mission is to serve and empower women and their families through skill building, job training, supportive services, affordable housing and leadership development.

Fellow's Role: Program Development Fellow (2000-02)
Responsibilities include: research social entrepreneurship ventures; assess programs; assist with project development; conduct financial assessments; create business plans.