



Trinity Fellows

AT MARQUETTE UNIVERSITY

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 seventy area agencies.

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

1. ACTS Housing, Inc.

ACTS Housing's mission is empowerment through homeownership. ACTS' vision is to create vibrant Milwaukee neighborhoods through homeownership.

Fellow's Role: Development and Communications Associate (2016-18)

Responsibilities include: Assist with the implementation of agency fund development plan; story-telling for blog, newsletter and website; special event coordination; social media; outreach/meet with potential supporters and network to raise awareness about agency mission and advocate for ACT'S families.

2. Adult Learning Center

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

Fellow's Role:

- Transition Specialist (2016-18) (2013-15) (2011-13) (2009-11)

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 volunteer coordination, fund development.

- 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.

3. Alliance for Strong Families and Communities (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.

4. After Breast Cancer Diagnosis (ABCD)

ABCD provides free, personalized information and one-to-one support to people affected by breast cancer – patients, families and friends- and is a national leader in promoting best practices for peer cancer survivorship support.

Fellow's Role: Volunteer Engagement Fellow (2016-18)

Responsibilities include: Analyze and refine ABCD's volunteer recruitment, training and onboarding processes; analyze corps effectiveness, future support needs, and expanded service opportunities with special focus on the medically underserved.

Fellow will also assist with marketing, communications, outreach, and program development.

5. Artists Working in Education (A.W.E.)

A.W.E.'s mission is to provide youth in the Milwaukee area with arts enrichment programs to enhance human potential, advance learning and cultivate community.

Fellow's Role: Marketing and Fundraising Fellow (2016-18)

Responsibilities include: Coordinate effective communication and public relations strategies. Develop and professionalize AWE marketing activities to reach a broader public enlarging audiences for its arts programming and increasing donor base. Manage website content and updates. Develop annual report and annual appeal. Implement and maintain social media campaigns and online presence. Coordinate and cultivate relationships with the media and ensure AWE's presence where necessary. Accountable for marketing of events, ensuring a high visibility and locating and securing partners and sponsors.

6. 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.

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. City on a Hill

Agency mission is to alleviate the symptoms of chronic poverty in our neighborhood, to help young people in Milwaukee's central city break the cycle of generational poverty in their families, and to engage people in solutions to urban poverty in their nation.

Fellow's Role: Development Coordinator (2016-18)

Responsibilities include: Support agency leadership in specific projects in three organizational development areas: 1) program development, 2) fund development, and 3) staff development. Responsibilities in area 1 include: advancing youth program development by focusing on evaluation and refinement of metrics for current programs, and curricula development to incorporate research on generational poverty into new programs. Responsibilities in area 2 include: refining and communicating the case for support in our capital campaign communications and annual report. Responsibilities in area 3 include: assisting in the development and implementation of management evaluation and diversity training.

9. 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.

10. Community Development Alliance

The mission of the Community Development Alliance is fourfold. Collaboration – fostering communication and collaboration in order to leverage existing local resources more effectively for neighborhood improvement. Advancement – raising visibility and attracting new financial and other resources to neighborhood development. Capacity – build capacity and leadership in Milwaukee's community development system. Impact-standardizing impact measurement for neighborhood development efforts.

Fellow's role: Program Coordinator (2016-18)

Responsibilities include: Write original content for press releases, websites, newsletters and social media. Develop informational materials and prepare narrative reports on the CDA and its activities. Maintain membership and committee/working group contact lists. Coordinate meetings, including planning meeting logistics, and preparing agendas, meeting materials, and notes. Support the CDA Executive committee, planning committee and working groups. Plan/support special events. Research resources to support the CDA's mission, including funding opportunities, national conference schedules, best practices and training/educational opportunities. Keep detailed records of CDA activities. Represent the CDA at meetings and events.

11. Cristo Rey Jesuit High School

A Catholic high school for young men and women of all faiths and limited financial means, integrates rigorous academics, professional work experiences, and spiritual development to empower graduates to succeed in college and life.

Fellow's role: Mission Effectiveness Project Manager (2016-18)

Responsibilities include: Communicate protocols and standards required by agencies which evaluate the school's implementation of its mission. Coordinate internal review process to prepare for external visits from outside evaluators across school departments. Write reports, facilitate stakeholder feedback groups. Gather and analyze school/student performance data relevant to mission effectiveness requirements of external agencies. Work with assistant principal to recommend practices utilizing stakeholder feedback associated with requirements of accrediting agency. Develop and assist with implementation of school-wide goals and improvement plans with respect to mission effectiveness.

12. 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.

13. 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 (2016-18) (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.

14. 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.

15. Greater Milwaukee Committee

The GMC's mission is to make Greater Milwaukee the best place to live, learn, work, play and stay. Membership comprises of regional businesses, labor, academic, philanthropic, nonprofit and civic leaders who believe that intelligent, active interest in public affairs is the true measure of citizenship and the foundation for community.

Fellow's Role: Downtown Task Force Project Staff (2016-18)

Responsibilities include: Assist project management team with general planning and project coordination; assist with neighborhood civic engagement; develop and implement surveys; organize focus groups and, in some cases, facilitate them. Fellow will also assist with data collection and analysis; identify common themes and trends via collected data; assist with communications and social media management; coordinate, plan, and in some cases, facilitate meetings with key stakeholders; and provide general support as needed for national consulting firms assisting with the project.

16. Greater Milwaukee Foundation

Strengthening Communities Through Effective Partnerships

Fellow's Role: Research and Program Assistant (2015-17) (2013-2015)

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.

17. 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 (2015-16)

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.

18. 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.

19. 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.

- Assistant Development Director (2010-12) (2008-10) (2006-08) (2004-06), (2000-02)

Responsibilities include: Fundraising activities such as capital campaign, annual giving, special events, gift cultivation and solicitation. Grant writing and public relations.

20. 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 (2016-18) (2014-16) (2012-14)

Responsibilities include: Implement cross-marketing strategies and advance business resource and business recruitment programs. 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.

21. 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.

- Public Relations and Advocacy Coordinator (2009-11) (2007-2009)

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/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)

Responsibilities include: Public relations; newsletters; annual report; news releases; donor cultivation; development/coordination of volunteer program.

22. 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 (2015-17) (2012-14)

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.

23. 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, and 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.

24. 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.

25. Milwaukee Youth Symphony Orchestra

MYSO empowers young people from diverse backgrounds to joyfully pursue musical excellence while building crucial life skills.

Fellow's role: Finance and Administration Manager (2016-18)

Responsibilities include: Assist in the execution of finance and accounting functions. Develop resume screening, interview and negotiating skills. Assist in insuring compliance with all Federal and State laws. Analyze upcoming implementation of the Affordable Care Act and its impact to MYSO. Suggest cost saving measures while maintaining the integrity and substance of MYSO benefits. Gather information, analyze, evaluate and suggest improvements for trends in MYSO operations. Attend committee and full meetings of the MYSO Board of Directors and Senior Management as schedule allows. Attend and assist at concerts and events as schedule allows.

26. 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.

27. 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 (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.

28. 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:

- Admission and Enrollment Specialist (2016-18)

Assist with: all aspects of admissions and recruitment process; manage social media, correspondence; manage student events; advertising and marketing; increase quality of promotions and admission strategies; monitor K-8 and middle school constituents.

- 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.

29. St. Joseph Academy

St. Joseph Academy is sponsored by the Felician Sisters, an organization that has been in Milwaukee for nearly 140 years. Their vision is to be the premier early childhood education center and K4-5th grade elementary school on Milwaukee's south side.

Fellow's role (2016-17): Assist the development manager in four main areas: policy development, grant research and development, community issues and resources, and program execution.

30. 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.

31. 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) (2000-02), 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.

32. 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) (2013-15)

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.

33. 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:

- Coordinator, Special Projects (2015-17)

Responsibilities include: support UNCOM by implementing effective strategies related to programs and promotion of the organization. This position will assist program staff in the areas of administration, operations, programs & services and will help build organizational capacity for UNCOM and its key projects

- 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.

34. Urban Ecology Center

UEC Environmental Community Centers: 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)

Responsibilities include: 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)

Responsibilities include: 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.

35. 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:

- Program Development Director (2009-11) (2005-07) (2003-05)

Responsibilities include: 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)

Responsibilities include: Assist with the development and implementation of employment and children's programming.

- Communications Director (2006-07) (2001-03)

Responsibilities include: 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.

36. 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)

Responsibilities include: 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.

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 (2016-18) (2014-16) (2012-14)

Responsibilities include: 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)

Responsibilities include: 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.