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# Trinity Fellows

## AT MARQUETTE UNIVERSITY

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### Agency Partners & Student Roles Overview

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. Adult Learning Center

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

##### Fellow's Role:

- Transition Specialist (2018-20) (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.

#### 2. 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:

- Impact Coordinator, Organizational Excellence (2018-20)

Responsibilities include: Major project areas are Educational Success and Co-Creating with Community. Research and document network practices in targeted areas, map capacity and share knowledge about effective practices. Manage peer exchange groups that support network learning and collaborative projects.

- Fund Development Coordinator (2018-19)

Responsibilities include: Work with development team to help advance agency's national fund development goals. Work with the development and marketing teams to develop fund development digital strategy, including an improved fund development webpage, social media strategy, online fund development, and database management.

- Equity Coordinator (2017-18)

Responsibilities include: Build the Alliance's commitment to advancing equity, with a focus on organizational capacity building around racial equity, through research and documentation of network's practices, partnership development, measurement, developing a business case for equitable practices/models/behaviors, and new funding pipelines.

- 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. Responsible for 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. 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 (2016-17)

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.

### **4. 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 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. Cultivate relationships with the media. Accountable for marketing of events.

### **5. Black Arts Milwaukee**

Black Arts Milwaukee supports African American arts organizations in Milwaukee to preserve and promote the history and culture of the African diaspora and inspire creativity in future generations.

#### Fellow's Role:

- Communication Fellow (2018-20)

Responsibilities Include: Develop, implement, and evaluate the annual communications plan in collaboration with the Black Arts MKE team and constituents. Lead the generation of online content. Develop and evaluate communications vehicle. Manage the development, distribution, and maintenance of all print and electronic collateral. Lead Black Arts MKE's website administration and coordination.

### **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 city and state health policy, with particular emphasis on equity issues and disparities impacting Latinos, including Medicaid. Survey community-based organizations and health providers 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 of Milwaukee Department of Public Works – MKE Parks**

Mission is to steward a thriving park system that positively impacts every Milwaukee County Park visitor.

### Fellow's Role:

- Assistant Program Coordinator

Responsibilities include: serves as an ambassador of the program and will work collaboratively with the Program Coordinator to administer program activities for MKE Parks. Responsibilities include all aspects related to volunteer and community engagement, marketing and communications, fundraising and partnership development, design and construction, and educational outreach and policy.

## **9. 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. Area 1: 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. Area 2: refining and communicating the case for support in our capital campaign communications and annual report. Area 3: assisting in the development and implementation of management evaluation and diversity training.

## **10. 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:

- Corps Member Development Coordinator (2019-21) (2017-19)

Responsibilities include: Develop and execute an evaluation system for monitoring the effectiveness of the Corps member trainings. Report on attendance and compliance. Assist with planning and executing the annual training schedule and managing the Learning & Development calendar. Develop a systematic process for collecting and organizing training resources in internal web-based system. Support the creation and delivery of new training material as appropriate. Lead internal and external asset mapping activities related to Corps support and training.

- 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.

#### **11. Clarke Square Neighborhood Initiative, Inc.**

The mission of CSNI is to improve the neighborhood and benefit community residents. CSNI is responsible for leading and coordinating the continued implementation of the Clarke Square Quality of Life Plan.

##### Fellow’s Role:

- Strategy Coordinator (2019-21)

Responsibilities include: Plan, facilitate, and report on partnership meetings and project related events. Acquire funding via sponsorships, grants, or in-kind contributions in support of strategic area activities. Utilize communication platforms to promote positive exposure for events. Recruit and supervise volunteers necessary to staff events and activities.

- Impact Communications Specialist (2017-19)

Responsibilities include: Develop and coordinate content for CSNI controlled media. Develop key messages for earned and acquired media. Nurture relationships with external implementing partners and between these external partners and neighbors to bring clarity of definition an authentic meaning to impact measures. Planning and moderation of group meetings. Task-orientation and/or project management accountability across multiple individuals and organizations. Identifying, mapping, and communicating the business, skill, and opportunity of neighborhood assets.

#### **12. 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.

#### **13. Data You Can Use**

Connects the Milwaukee Community with people who have data and assist in accessing, analyzing, translating, interpreting and presenting data.

##### Fellow’s Role:

- Community Engagement & Data Communications Specialist (2018-20)

Responsibilities include: Assist with compiling and disseminating communications and data to organizations that request it. Assist in the design and execution of events, conferences, and trainings. Help the team review and select the quantitative and qualitative metrics that will improve outreach to residents and/or partner organizations in Milwaukee. Update online content and edit reports.

#### **14. 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.

### **15. 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.

### **16. 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.

### **17. 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:

- MKE United Project Coordinator (2019-21)

Responsibilities include: Plan and host community engagement events. Lead working groups of community leaders, and aspects of internal project management. Work on a collective impact projects focused on transformative, equity-centric systems-change for our city.

- 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. Assist with data collection and analysis; identify common themes and trends via collected data; assist with communications and social media management; coordinate, plan, and facilitate meetings with key stakeholders.

### **18. Greater Milwaukee Foundation**

Strengthening Communities Through Effective Partnerships

#### Fellow's Role:

- Research and Program Assistant (2017-19) (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.

## 19. Housing Authority of the City of Milwaukee

The mission of the Housing Authority of the City of Milwaukee (HACM) is to foster strong, resilient and inclusive communities by providing a continuum of high-quality housing options that support self-sufficiency, good quality of life, and the opportunity to thrive.

### Fellow's Role:

- Resident Services/Choice Neighborhood Initiative (CNI) Assistant (2019-2021)

Assist in work involving the establishment of a new nonprofit subsidiary, including determining mission and structure of the nonprofit organization, Board structure, outreach materials, and fundraising efforts. Assist in developing and promoting the CNI transformation plan. Will serve as a liaison to residents, partners and other stakeholders.

- Communication Fellow (2017-19)

Responsibilities include: Conducts research and maintains client and agency databases. Assists in the development of HACM marketing material and social media content. Content development to print and online use to promote resident and program success stories. Press release writing and pitching to media representatives. Maintenance of website content. Production and promotion of special events. Development of marketing materials for agency programs and services.

## 20. 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.

## 21. 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:

- Transition Specialist (2017-19)

Responsibilities include: Identify changing needs of the refugee community. Identify and develop relationships with community resources. Synthesize and formulate a deliverable format for findings and resources. Assist in the delivery of English Club and Cultural Orientation to new arrivals. Assist in the planning and execution of Institute events.

- 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.

## 22. Journey House

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

### Fellow's Role:

- Community Engagement Communications Manager (2017-2019)

Responsibilities include: Assist with developing, planning, executing, and assessing community events. Assist with maintenance of and improvement to the volunteer database, volunteer opportunity listings, and volunteer outreach efforts. Manage efforts to communicate with stakeholders about programs and events. Produce media that highlights the successes and stories of Journey House and its participants. Work with program staff to help tell their own stories and build staff capacity to communicate their successes effectively.

- 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 (2017-19) (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.

## 23. Layton Boulevard West Neighbors, Inc.

Layton Boulevard West Neighbors (LBWN) builds strong and healthy neighborhoods in the City of Milwaukee by stabilizing and revitalizing the Silver City, Burnham Park and Layton Park communities. These south side neighborhoods are some of Milwaukee's most diverse and economically vibrant.

### Fellow's Role:

- Marketing & Communications Coordinator (2017-19)

Responsibilities include: create and implement a mid-term fund development plan. Research, develop, populate and implement a donor management system. Assist in developing easy to-use templates for staff members. Assist in developing a marketing menu for staff to clearly identify marketing needs for their community development efforts. Research options for a Bilingual website (Spanish/English). Develop and implement a bilingual website.

#### **24. Literacy Services of Wisconsin**

Literacy Services of Wisconsin educates, motivates, and inspires engaged adults to achieve greater independence and transform their lives.

Fellow's Role:

- Capacity Development Manager (2017-19)

Responsibilities include: Manage volunteer position development, strategic volunteer recruitment, the inquiry/application process, onboarding and reporting. Develop grant proposals and reports. Manage donor data and communications. Serve as a member of the staff strategic plan implementation team and carry out tasks related to the plan. Serve as a staff member on the board Development Committee. Plan and manage events.

#### **25. Medical College of Wisconsin – Advancing a Healthier Wisconsin Endowment**

Agency's mission is to serve as a catalyst for positive change in the health of Wisconsin communities. The AHW Endowment will seek to generate this change by working closely with our many partners across the state.

Fellow's Role:

- Evaluation & Communications Associate (2017-19)

Responsibilities include: Support the efforts to collect data and track the impact of the AHW and quality improvement efforts. Prepare preliminary evaluation findings; Identify and track trend data on Wisconsin health. Organize, compile, and assist in the analysis of AHW evaluation and project-level data. Support communications strategy.

#### **26. 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:

- Communications & Fundraising Coordinator (2018-20)

Responsibilities include: Manage MVP's social media presence. Draft MVP's eNewsletters, press releases, annual report, and other written materials. Maintain website and database. Assist with public outreach coordination. Assist with business recruitment and retention efforts. Research funding opportunities. Develop grants calendar. Coordinate pledge reminders, gift recognition, and end-of-year appeal to donors. Event planning.

- Marketing and Communications Coordinator (2016-17) (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; communication; event planning.

- 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.

## 27. 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.

## 28. Milwaukee Academy of Science

The mission of the Milwaukee Academy of Science, an exemplary leader in STEM education, is to graduate urban students prepared to compete successfully at the post-secondary level.

### Fellow's Role:

- Communication and Marketing Fellow

Responsibilities include: Create, manage and execute annual communications and marketing plan. Enhance brand development with stakeholders across the school community. Construct, create, and design print and digital media plans to greater community.

## 29. 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.

### 30. 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.

### 31. Milwaukee Habitat for Humanity

Milwaukee Habitat for Humanity is a nonprofit homeownership ministry building simple, decent, affordable housing in partnership with people in need.

#### Fellow's Role:

- Homeowner Support Fellow (2019-21)

Assist homeowners by ensuring successful homeownership through advocacy, homeowner engagement, and community awareness and development. Establish relationships with homeowners; assist in creation of neighborhood governing body; assist with post-closing home visits, engagement projects, and events; respond to safety concerns by connecting homeowners to resources, manage and maintain homeowner database.

### 32. Milwaukee Public Library

MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee. We help people read, learn, and connect.

#### Fellow's Role:

- Education and Outreach Program Fellow (2019-21) (2017-19)

Recruiting and training "trainers" in a "train the trainer" model of outreach. Administering and tallying surveys to measure outcomes. Creating reports and sharing project success with MPL leadership, funders, and community. Build relationships with schools and youth serving organizations to foster and maintain year-round collaboration between MPL and its partners in support of summer reading program. Help coordinate the Milwaukee Public Library's Summer Reading Outreach to schools and agencies. Assist in creation of program pieces, including literacy-based activities to support the delivery of high quality outreach service.

### 33. Milwaukee Riverkeeper

Our mission is to protect, improve and advocate for water quality, riparian wildlife habitat, and sound land management in the Milwaukee, Menomonee, and Kinnickinnic River Watersheds.

#### Fellow's Role:

- Education & Outreach Coordinator (2019-21) (2017-19)

Responsibilities include: Develop and implement two different curriculums around Milwaukee Riverkeeper's mission and projects: one for younger students and one for older students and community groups. Create and implement strategies to promote our SWIM Guide app and Water Trail Map. Development of interactive activities that Milwaukee Riverkeeper staff and volunteers can use at community events. Create new partnerships with local schools and community groups. Organize public education events.

### **34. 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:

- Special Projects Coordinator (2018-20)

Develop marketing and development functions while building organizational capacity. Manage rental initiative research, outreach and policy creation. Lead youth engagement initiative fostering youth voice within the organization. Provide support to fundraising efforts and record keeping. Update website and provide social media plan. Attend, present on some items, and take minutes at board meetings.

- 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.

### **35. Milwaukee Youth Symphony Orchestra**

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

#### Fellow's Role:

- Development and Marketing Manager (2019-21)

Responsibilities include: Assist with the creation and implementation of the Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media, and special events. Responsible for data clean up and maintenance, grant research and reporting, maintaining the communication calendar, producing an alumni e-newsletter, and updating website and social media outlets.

- 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.

### **36. 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.

### **37. Next Door Foundation**

Next Door provides early childhood education in Milwaukee, helping children and families build a brighter future filled with opportunity and success.

Fellow's Role:

- Program Coordinator- Next Door Early Literacy Fellows

Supports the success of Next Door's Early Literacy Fellows and will facilitate successful implementation of the program. Serves as a liaison between ND's programming, relevant Marquette University Departments and the work of the Fellows. Track and ensure all Fellows receive specified training in early literacy. Work with Fellows and ND staff to resolve issues that may arise. Schedule and conduct regular Fellows' cohort meetings.

### **38. Nonprofit Center of Milwaukee**

Nonprofit Center of Milwaukee is a catalyst promoting the interests and enhancing the effectiveness of the nonprofit sector in southeast Wisconsin.

Fellow's Role:

- Nonprofit Resources Coordinator (2016-18)

Responsibilities include: Assisting with the potential merger of NPC and the Wisconsin Nonprofit Association, office administrative duties, assisting with workshops and trainings held at the NPC. Contact facilitators for workshops in Ozaukee and Waukesha. Project lead for a curriculum redesign project, and will be organizing meetings and recruiting experts for their input.

### **39. River Revitalization Foundation**

The mission of the River Revitalization Foundation is to establish a parkway for public access, walkways, recreation and education, bordering the Milwaukee, Menomonee and Kinnickinnic Rivers; to use the rivers to revitalize surrounding neighborhoods; and to improve water quality.

Fellow's Role:

- Outreach Coordinator (2017-19)

Responsibilities include: Assist in planning outreach and marketing strategies. Manage constituent relationship management database, tracking engagement with volunteers and supporters. Manage social media channels assuring quality of content, maintain the editorial calendar, and generate statistical reports. Assist with outreach to community and neighborhood groups. Help recruit and coordinate volunteer activities. Assist with event planning and logistics.

### **40. 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:

- Content Marketing Fellow (2018-20)

Will be a part of the Marketing and Communication team, contributing to agency-wide marketing strategy. Includes planning, organizing, implementing and supporting internal and external communications, such as newsletters, stories for web, social media, and media releases. Contribute to brand building and development.

- 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.

#### **41. Safe & Sound**

Safe & Sound's mission is to unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods.

##### Fellow's Role:

- Public Policy Analyst (2019-21)

Responsibilities include: Conduct policy research, analysis, and lead in-house and public education efforts to support/build a policy platform. Host workshops with residents and youth to define topics of importance to them. Track and summarize policies impacting public safety in Milwaukee.

- Data/Program Coordinator (2018-20)

Responsibilities Include: Offer database, Tableau, and evaluation support. Use available data to develop and refine output measures for evaluation purposes, and to tell the stories of Safe& Sound's work. Asset map Safe & Sound's 11 neighborhoods. Create curriculum/training modules and documents that describe programs to be used by development team.

#### **42. Sixteenth Street Community Health Centers**

Sixteenth Street's mission is to improve the health and well-being of Milwaukee and surrounding communities, by providing quality, patient-centered, family-based health care, health education and social services, free from linguistic, cultural and economic barriers.

##### Fellow's Role:

- Social Services Volunteer and Intern Coordinator (2019-21)

Develop and supervise an internship/volunteer program for Health-Universal Screening project by establishing relationships with local colleges and universities. Interview, recruit, supervise, and coach interns and volunteers. Create reports and dashboards to monitor productivity.

#### **43. St. Augustine Preparatory Academy**

St. Augustine Preparatory Academy is a K4-12 non-denominational Christian school located in Milwaukee's south side. The school is a student-centered environment where young learners take ownership of their education not only in academics, but also physical health, creativity, and faith.

##### Fellow's Role:

- Community Outreach and Communications Manager (2018-20)

Works with school administration to design a strategy that serves families and the community. Includes planning programming for family members. The Manager will reach out to other Milwaukee non-profits and businesses who specialize in these areas to help bring their programs to our families. The Manager will develop communication methods with families for these programs in addition to school updates.

#### **44. 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 (2018-20) (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.

#### **45. 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:

- Trinity Fellow (2016-17)

Assist the development manager in four main areas: policy development, grant research and development, community issues and resources, and program execution.

#### **46. 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.

#### **47. Seton Catholic Schools**

Seton Catholic Schools is a collaborative network of Archdiocese of Milwaukee Catholic elementary schools providing the highest caliber academic and spiritual formation programs for all students.

##### Fellow's Role:

- Social Service Program Analyst

Responsibilities include: Analyze current state of social services across network schools, involving meeting with social workers, school counselors, psychologists, and principals. Research best practices in urban schools for providing social services. Develop recommendations and, working with Seton leadership, develop plan for proceeding.

#### **48. 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.

#### **49. 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.

#### **50. 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 (2017-19) (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. 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 and analyze data.

#### **51. 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:

- Volunteer Coordinator, Riverside Park (2019-21) (2017-19)

Responsibilities include: Recruit and orient volunteers to the Urban Ecology Center. Promote volunteerism at the Urban Ecology Center to the wider community. Recruit and engage high school students in volunteer opportunities. Ensure data collection of volunteer involvement is captured in the volunteer database and provide regular reports to the Volunteer Program Manager. Work with the Volunteer Program Manager to provide new staff training, and complete projects as part of our strategic Service Enterprise Initiative and certification process.

- 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.

#### **52. 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.

### **53. Wisconsin Regional Training Partnership (WRTP/BIG STEP)**

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 (2017-19) (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.

### **54. 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 (2018-20) (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.