



MILWAUKEE WATER COMMONS

Position: Water City Program Coordinator

Date: June 4, 2018

Reports to: Co-Executive Directors

FTE 1.0

Milwaukee Water Commons is a project of the Milwaukee Environmental Consortium and has launched a vision of Milwaukee as a model Water City where we all have a stake in the health of our waters, sharing in their stewardship and their benefits. The Water City Agenda 3.0, launched in 2016, has six initiatives that make up this vision. This position activates one of those initiative areas- Drinking Water and one of our program areas- Water School. Both our initiatives and program areas support an environmental justice approach to ensuring safe drinking water as well as improving water infrastructure, water leadership and water engagement in Milwaukee. The benefits of clean drinking water should be equitably shared across our community and engaging the community through water school is an opportunity to encourage stewardship of our water.

Position Purpose

The Water City Program Coordinator helps strategically develop and build on community relationships across Milwaukee. Emphasis is on proactively engaging and supporting the leadership of constituencies and communities often left out of city decision-making.

This position is focused on Milwaukee Water Commons Drinking Water Initiative and Water School program. The Drinking Water Initiative is part of our vision for Milwaukee as a Model Water City. Our goal is safe, clean and affordable drinking water for all. Water School works to cultivate neighborhood water leadership throughout the city and helps to cement the value of water stewardship in all our participants. We work with each individual project sites to provide education, support and resources so emerging water leaders can work toward positive solutions to identified problems. The Coordinator will function within the organizing frameworks of MWC which include environmental justice, collective impact and the commons.

Essential Duties and Responsibilities

Water School Programming, including:

- Identifying and recruiting organizational participants for Water School
- Planning, logistics and running of Water School
- Supporting the strong participation from cohort members in all aspects of Water School including training, field trips, project development and implementation and evaluation

Drinking Water Initiative, including:

- Facilitating and organizing Drinking Water Initiative meetings
- Crafting meeting agendas
- Conducting outreach activities
- Coordinating water filtration activities / community sink outreach
- Developing outreach materials in partnership with MWC Staff
- Fulfilling Joyce Foundation grant deliverables and reporting obligations pertaining to drinking water

Other programmatic duties, including:

- Integrating the MWC practices for a model water city in programs
- Ensuring programmatic excellence, evaluation, administration
- Developing and executing plans to build partnerships with new stakeholders
- Assisting with MWC programs and events
- Engaging volunteers and partnering organizations
- Participating in strategic coalitions and partnerships to advance the Water City Agenda
- Assisting with Water City 3.0-Community Water Assembly and Water City Think Tanks
- Assisting with We Are Water
- Additional duties as assigned

Fundraising and Communications:

- Developing and maintaining initiative budgets as needed
- Assisting with annual campaign
- Working with communications staff to advance online and external relations

Qualifications

The Water City Coordinator will be thoroughly committed to the Milwaukee Water Commons. They will have proven leadership, relationship building and community outreach experience.

Concrete demonstrable experience and other qualifications include:

- Unwavering commitment to quality programs and data-driven program evaluation.
- Becoming well versed in MWC mission, vision, principles, and frameworks.
- Ability to communicate the wide array of issues that affect building Milwaukee as a Water City; our mission, principles, patterns and initiatives.
- Strong facilitation skills
- Attention to detail.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Values multi-culturalism with demonstrated cultural competencies.
- Ability to work effectively in collaboration with diverse groups of people.
- Demonstrate workplace values including passion, integrity, positivity and accountability.

Bachelor's Degree preferred. Significant experience and recognized community leadership may substitute for this requirement.

Compensation

\$35,000/year with generous health insurance and paid time off.

Milwaukee Water Commons is an Equal Opportunity Employer.

Submit resume, cover letter, and writing sample by 5:00 pm on Friday, April 13th to:

Anne Bohl, Communications & Administrative Manager

abohl@milwaukeewatercommons.org