



# MILWAUKEE WATER COMMONS

1836 W Fond Du Lac Ave, Milwaukee, WI 53205

Office: (414) 763-6199

[www.milwaukeewatercommons.org](http://www.milwaukeewatercommons.org)

**Position:** Water City Program Manager

Environmental Justice Roundtable Coordination, Community Outreach

**Salary Range:** \$45,000 – 55,000 annually

**Anticipated Start Date:** Spring 2022

**Benefits:**

**FTE 1.0**

- Three weeks paid time off
- Ten paid holidays per year
- Health, dental and vision coverage

**Reports to:** Lead Agency: Milwaukee Water Commons, Director of Programming

**Coalition Leadership:** Milwaukee Environmental Justice Roundtable Leadership Team

---

## **Key Principles of MWC Culture & Values**

Milwaukee Water Commons is a cross-city, cross neighborhood network that fosters connection collaboration and broad community leadership on behalf of our common waters. We promote stewardship, equitable access and shared decision making for our shared waters. We advocate on environmental justice issues, water justice, climate justice, and social justice. Our programmatic work is neighborhood based, although our organizational reach includes communities throughout the Great Lakes Region. We strive to build a multi-racial, multi-cultural organization and an anti-racist environmental movement on behalf of our waters.

Milwaukee Water Commons organizes under four frameworks: The Commons, Collective Impact, Environmental Justice and Community Engagement. We believe environmental work has the greatest impact when it adopts an intersectional approach. By that we mean we must inclusively consider the connections between social and environmental systems, recognizing that vulnerability is often experienced as multiple compounding challenges that cannot be separated. To arrive at justice these challenges must be addressed simultaneously. We believe the community must be at the center of envisioning and decision-making about our shared waters.

We are creating a workplace with guiding principles of integrity, accountability, diligence, perseverance, and discipline. The successful employee must have the ability to demonstrate and apply MWC values and frameworks which are embedded in all agency roles.

## **Position Purpose**

The person in this role can expect to lead and facilitate a number of projects specifically focused on the intersection of environmental justice with community and stakeholder engagement. They will manage a portfolio of work with organizations and individuals across the city, to build an intersectional and strategic approach to bridge environmental justice concerns with environmental initiatives, advocacy, program development and policy. This position will be responsible for coordinating the Milwaukee Environmental Justice Roundtable and conducting community engagement and outreach strategies across all programs, projects and events within Milwaukee Water Commons.

Environmental Justice Roundtable Leadership – To provide technical, administration and facilitation support to a coalition of local environmental justice advocates to advance the vision and mission of the coalition and meeting goals and objectives of the coalition. Oversee and manage operations of the EJ Table including meetings, communications, community and stakeholder engagement, strategic plan development, and implementation. The Water City Program Manager will work collaboratively with the Milwaukee Environmental Justice Roundtable leadership to maximize participation, accomplishments, program goals, objectives and activities.

As stated above, in addition to coordinating the EJ Roundtable this position will also be responsible in assisting in the facilitation of a robust community engagement strategy across all projects, programs and the Water City Agenda Initiatives. The Water City Program Manager will work closely with MWC staff to assist in the overall coordination of implementation activities and opportunities to ensure adherence to the organizational mission and values of authentic engagement. This includes building community, and equitable practices that promote racial & gender equity, diversity and inclusion. This position will assist MWC in connecting with the surrounding community and work with staff, stakeholders and community partners to plan, execute various community meetings, events and programs. This position will develop strategic neighborhood outreach approaches, implement innovative ways to provide information and recruiting residents for leadership development.

### **Essential Duties and Responsibilities:**

- Recording and maintaining minutes and all other documentation of meetings and activities.
- Staffing committee meetings, when needed.
- Coordinating members and sector partners for events and initiatives.
- Representing the Roundtable & MWC at local, county and state meetings.
- Report to the Roundtable Leadership Team.
- Providing logistic support for trainings, surveys and all meetings for coalition strategies.
- Coordinating the implementation and delivery of all required documents, program surveys and other required materials as deemed necessary.
- Compiling data and monthly reports describing coalition efforts, initiatives and outreach.

- Attend meetings as necessary, and all other required duties in achieving and maintaining broad engagement and successful Coalition work.
- Facilitation of community meetings when necessary.
- Coordinating multiple projects, managing timelines and meeting deadlines.
- Attention to programmatic details.
- Communicating effectively with underserved and vulnerable populations.
- Demonstrating cultural competence.
- Working effectively with stakeholders.
- Manage email programs (list serve, newsletter)
- Maintain Roundtable website home page, social media (Facebook Groups, Instagram)
- Strong interpersonal skills.
- Participating in coalitions and partnerships to advance MWC's mission.
- Crafting meeting agendas.
- Developing outreach materials.
- Assisting with annual events and programming, including We Are Water, The Confluence, Water School.
- Other duties as assigned
- Occasional travel is required for this position.

**Qualifications:**

The Water City Program Manager will be committed to the Milwaukee Water Commons, mission, values, and frameworks. Will have proven leadership abilities, relationship building and community outreach experience.

**Concrete demonstrable experience and other qualifications include:**

- Values diversity and inclusion efforts.
- Demonstrated ability to work effectively in teams. Willingness to work across all MWC projects and Initiatives.
- 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.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work in solidarity with historically disadvantaged communities.
- Demonstrates a commitment to cultural competence. Bilingual skills a plus.
- Action-oriented, adaptable, and innovative approach to community organizing.
- Ability to work effectively in collaboration with diverse groups of people.
- Demonstrate workplace values including, discipline, integrity, positivity and accountability.
- Appreciation for the environment, local communities and the nexus between both.
- Ability to lead within teams – including building trust, conflict resolution and making fair decisions.

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

## **Anti-Discrimination Policy**

Milwaukee Water Commons is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. MWC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at MWC are based on programmatic needs, job requirements and individual qualifications, without regard to a person's race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, or physical, disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations of our city & state. MWC will not tolerate discrimination or harassment based on any of these characteristics.

We are committed to building a team that represents a variety of backgrounds, perspectives and skills. MWC believes the more inclusive we are the better our work will be on behalf of our community. If you are a member of one of these groups, feel free to identify in your cover letter or resume.

**Applications being accepted on a rolling basis until position is filled.**

**Submit resume and cover letter, addressed to the Co-Executive Directors to:**  
[employment@milwaukeewatercommons.org](mailto:employment@milwaukeewatercommons.org)