



Events & Engagement Assistant

(1 Year AmeriCorps Position, September 9, 2024 – August 30, 2025)

Milwaukee Riverkeeper

Job Description

Background

Working for Milwaukee Riverkeeper...

At Milwaukee Riverkeeper® we're looking for more than just a person to fill a desk. We're seeking team members that share our passion for healthy rivers and strong communities. If you want to become a part of our team, you will be empowered to work the way you work best. Your voice is important, you'll help shape the role you're in and the future of our organization. From the top down and the bottom up, we're more than just a workplace, we work together, and play to win!

Position Description

Milwaukee Riverkeeper is a multifaceted organization connecting and engaging people from all walks of life in our work to protect and restore our waterways. The key role of this position will be to organize program supplies and member databases to increase Milwaukee Riverkeeper's ability to meaningfully support our volunteers and members. This position will also work closely with the Events Specialist and other program staff to create, organize, and host public events and to recruit, train, and support our dedicated river cleanup volunteers.

Responsibilities

- Build relationships and maintain regular communications with volunteers and community partners.
- Work with program staff to develop and plan community events.
- Organize and streamline member databases.
- Prepare supplies for events, cleanups, and meetings.
- Coordinate cleanup days and trash pickups.
- Research and solicit donations for supplies and resources to support trash cleanups and events.
- Help create publicity materials, such as newsletters and social media content.
- Gather, organize, and evaluate program data.
- Be onsite at events and programs.
- Monthly AmeriCorps tasks.
- Represent Milwaukee Riverkeeper at events and programs.

Qualifications

The successful candidate may have the following qualifications:

- Associate degree or higher preferred, or equivalent experience
- Strong attention to detail and interpersonal skills
- Interest in learning about or knowledge of sustainability issues and strategies
- Excellent written and verbal skills
- Experience working with volunteers is a plus

- Knowledge of basic software including Google & Microsoft products
- Ability to resolve routine problems independently
- Ability to prioritize work according to the organization's needs
- Willingness to work occasional weekends and evenings
- Commitment to the environment
- Valid driver's license preferred
- Must be able to attend mandatory AmeriCorps orientation September 9-13, 2024.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be willing to work outdoors in a variety of weather conditions.

Other

This list of essential responsibilities and requirements is not intended to be exhaustive. The Milwaukee Riverkeeper team needs to be flexible and may be asked to take on additional duties based on the organization's needs and the team member's skills and abilities. Milwaukee Riverkeeper reserves the right to revise this job description, as needed.

AmeriCorps Details:

This is a full-time AmeriCorps position. Members must commit to a year of service. Members must complete 1700 hours of service, averaging 34 hours per week from September 19, 2024 – August 30, 2025.

AmeriCorps Members receive a monthly living allowance (approx. \$827 gross pay every two weeks), health insurance, child care assistance, and an educational award (\$7,395) after successful completion of a year of service.

Equal Opportunity Employer:

Our rivers flow through, and unite, a diverse myriad of communities. Milwaukee Riverkeeper is committed to working towards equity and inclusion in all we do to protect, restore, connect with, and advocate for our waterways. Diversity, equity, and inclusion strengthen our organization's ability to advance environmental justice and we believe that all people should see themselves reflected in our work. Milwaukee Riverkeeper is an Equal Opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, marital status, age or veteran status and hires in accordance with state and federal law.

To Apply

Submit resume and a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit for Milwaukee Riverkeeper to jobs@milwaukeekeeper.org
Attention: Hiring Committee.

We will be reviewing candidates on a rolling basis until the position is filled. For more information about Milwaukee Riverkeeper, visit www.milwaukeekeeper.org.