Position: Administration and Communications Manager  FTE 1.0
Anticipated Start Date: June 28, 2021  Reports to: Co–Executive Director

Milwaukee Water Commons fosters connection, collaboration and broad community leadership on behalf of our waters. We promote stewardship, equitable access to and shared decision making for our common waters. To accomplish our goals Milwaukee Water Commons has developed three interrelated program areas: Water City 3.0, Water School and We Are Water. The Communication & Administrative Manager will be responsible for supporting our organization’s efforts to work efficiently and for leading communications to increase our community engagement and visibility.

Position Purpose

This position is responsible for the overall administration management of MWC as well as internal and external communications. It requires the ability and flexibility to provide a wide range of administrative and office support activities, manage social and traditional media presence. The manager will work alongside staff to raise public awareness of our organization across all program areas.

Duties and Responsibilities

Administration:

- Provide general administrative support.
- Work with Co-Executive Director, accountant, and bookkeeper to ensure good financial recordkeeping and systems.
- Maintain records in Salesforce, tracking donors and funders.
- Support Co-Executive Directors in tracking grant deliverables and timelines.
- Manage online filing systems like Google Drive.
- Support Co-Executive Directors with organizing and scheduling appointments.
- Plan meetings and take detailed notes.
- Keep records of all contracts.
• Monitor office supplies and ensure office equipment is in working order.
• Maintain and update office policies and procedures.
• Facilitate IT support.
• Assist with MWC events and other programs as directed.

Communications:

• Write news stories, press releases and other content as needed.
• Develop and implement a communications plan to support the MWC mission in coordination with Co-Executive Directors.
• Coordinate and maintain our e-mail newsletters, social media and web presence to advance the organization and campaigns.
• Maintain current media list within our organizational database.
• Coordinate action alerts and outreach materials to support MWC activities and initiatives.
• Develop content for fundraising efforts and campaigns, including year-end fundraising campaign.
• Communicate with donors and funders as directed.
• Represent MWC at community events.
• Develop content to support strategic partnerships.
• Create marketing publications and fact sheets.
• Monitor website, Mailchimp, and social media analytics.

Skills & Qualifications

• Ability to coordinate multiple projects, manage timelines and meet deadlines.
• Attention to detail.
• Ability to communicate effectively with underserved and vulnerable populations.
• Ability to demonstrate cultural competence.
• Ability to work effectively with community partners.
• Strong interpersonal skills.
• Strong organizational skills with the ability to work independently.
• Strong oral and written communication skills.
• Strong knowledge of current trends in traditional and social media.
• Strong writing, proofreading and editing skills.
• Creative.
• Proficient in Microsoft Office Suite, Mailchimp, Google applications, Salesforce, and social media.
• Commitment to social and environmental justice and supportive of MWC mission and goals.
• Commitment to MWC values of anti-racism and building a multicultural organization.
• Willingness to learn and grow with the organization.
• Bachelor’s Degree preferred. Work experience may substitute for this requirement.
Compensation

Salary based on experience. Range beginning at $40,000. Generous paid time off and insurance benefits including health, vision and dental.

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.

Submit resume and cover letter, addressed to the Co-Executive Directors, by 5:00 pm on Monday, May 17, 2021 to: employment@milwaukeewatercommons.org