



A proud partner of the **americanjobcenter** network

Community Engagement Administrative Assistant

Limited Term Position

90 Days

Starting Salary: \$18.00 per hour

Are you interested in a limited term job assignment for 90 days, with the possibility of extended time? Do you enjoy working and collaborating with people, coordinating events and other activities, lots of excitement and working to create change and impact in the community? Do you excel at both verbal and written communication? Are you looking for rewarding work that gives back to the community? **Then this is the position for you!** The Community Engagement Administrative Assistant will provide support to Employ Milwaukee's Community Engagement Department. This position reports to the Manager of Community Engagement and Agency Impact.

Some of your duties will include but are not limited to:

- Maintains a visible presence alongside the Manager of community engagement & Agency impact
- Meets with guests
- Responsible for all scheduling/staffing of all satellite, pop-ups, job fairs and other outreach locations
- Schedules and returns telephone calls
- Schedules and coordinates meeting room usage
- Assists Manager with fund development activities and function planning
- Prepares memos, departmental correspondence, reports, and other documents
- Manages partnership communications
- Collects, sorts, prepares and records mail daily
- Performs data entry and maintains calendar of events
- Performs variety of other related clerical duties
- Provides support for community Engagement office as required.

Do you have???

- High School diploma required. An Associate degree, with 3 to 5 years of administrative experience preferred. A combination of relevant work experience will be considered in lieu of the degree.
- Strong knowledge of Microsoft Office applications, including Excel, Outlook, and Word.
- Excellent oral and written communications skills
- The ability to interact with all employee levels within the agency and the community being served to include members of diverse backgrounds

Why Employ Milwaukee?

- ✓ We are a non-profit **local** workforce development board
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ We are making a positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send Salary Requirements and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org