



Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Alumni & Volunteer Associate Lead</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code: <i>Entered by Compensation, Office of Human Capital</i>	Reports To: <i>Director of Business, Community and Family Partnerships</i>
Office: <i>Chief of Staff</i>	Department: <i>Business, Community and Family Partnerships</i>

Compensation Information	
Pay Grade: <i>To be established through competitive market evaluation done by Compensation. Compensation will establish procedure for review of position for market comparisons on a periodic basis and a form for an off cycle review of a specific position.</i>	Civil Service: Probation period: <i>Y</i> Length: <i>1 year</i>
FLSA Status: <i>Exempt/Exempt OT Eligible/ Non Exempt Based on IRS regulations, if you need assistance with this determination please contact Compensation in the Office of Human Capital.</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

- *Implements and executes the district's partnership and volunteer programs and initiatives, including developing and overseeing partnerships, managing district-wide and school based volunteers and volunteer events, creating and managing special events and projects, and implementing the districts partnership and volunteer framework to bring additional resources to the district.*

Core Competencies:

Decision Quality & Problem Solving –

All employees will demonstrate the ability to make decisions leading to effective solutions. Solutions must be based on factual information from resources that help benefit the organization as a whole.

Communication & Customer Service –

All employees will communicate effectively, taking other points of view into consideration and responding in a courteous matter. Employees should be approachable and responsive to the customer's needs.

Professionalism –

All employees will show effective professionalism by maintaining a strong work ethic and focus. When employees maintain positive attitudes toward one another and toward their jobs, together they will establish a positive outcome for the betterment of MPS.

Equity, Access & Inclusion –

All employees will show respect towards one another resulting in support of fair treatment and opportunity for everyone. Employees will also foster a climate of inclusion for all to develop solutions suited to the district.

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

- *Provide supervision to Partnership & Volunteer Associate and Customer Service Associate.*
- *Coordinate district-wide alumni activities and outreach including creation of systems, policies and procedures to better connect alumni associations to perspective alumni.*
- *Further develop and evaluate the district's alumni strategies and goals.*

- Support and encourage the expansion of district alumni associations to increase the number of MPS alumni participating in the district.
- Coordinate the Superintendent's Student Advisory Council.
- Leverage business and community partner relationships to encourage MPS alumni from their organizations to become active in MPS alumni associations.
- Liaison between alumni associations, district and school staff.
- Maintain alumni database and website.
- Actively participate in the MPS C.A.R.E.S. Youth Mobilization efforts.
- Engage and cultivate businesses and community organizations to develop innovative district-wide and school based partnerships.
- Implement and coordinate all volunteer engagement activities for the district and schools including managing the school based volunteer program and placement of volunteers in schools, and select district-wide volunteer initiatives events, programs.
- Represent MPS throughout the community on committees and for special city-wide initiatives and projects as appropriate
- Communicate with the community and partners through regular updates to the MPS website, contributions to newsletters and implementation of public awareness campaigns.

Job Requirements:

Education Requirements:

- Bachelor's degree in relevant field (communications, human services, education, etc.), Master's degree preferred.

Experience Requirements:

- At least 2 years of experience in community relations/outreach, volunteer management, fundraising, program management, alumni relations or activities related to the essential functions.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- *The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.*

Equal Opportunity:

Nondiscrimination

No person may be denied admission to or participation in the benefits of any public school in the Milwaukee Public Schools, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity, because of the person's sex, gender, gender identity, gender expression, gender nonconformity, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other characteristic protected by applicable law, including without limitation by enumeration: section 118.13, Wis. Stats.; Title IX of the Education Amendments of 1972 (sex); Title VI of the Civil Rights Act of 1964 (race, color, and national origin); and section 504 of the Rehabilitation Act of 1973 (disability). The district may operate single-gender schools and/or provide single-gender classes, in accordance with sections 118.13(1) and 120.13(37m), Wis. Stats.

Milwaukee Public Schools is committed to equal employment opportunity and non-discrimination, as required by the law for all individuals in the MPS workplace regardless of race, color, ancestry, religion, gender, gender identity, gender expression, gender nonconformity, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic or legally protected activity, such as participation in the complaint process. MPS will not tolerate illegal treatment based on a protected characteristic or activity.

Discrimination complaints in educational or employment policies and practices shall be dealt with in an expeditious and forthright manner. The superintendent shall establish procedures to process alleged discrimination complaints to implement administrative policy.

For Official Use only:

Name:

Date:
