

COMMUNITY ENGAGEMENT & ACHIEVEMENT COLLABORATIVE MANAGER

Recruitment #1802-5080-001

List Type	Exempt
Requesting Department	DEPARTMENT OF ADMINISTRATION
Open Date	2/21/2018 3:30:00 PM
Filing Deadline	3/14/2018 11:59:00 PM
HR Analyst	Deidre Steward

[Go Back](#)

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Director of Administration.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Under the direction of the Director of Administration, the Community Engagement and Achievement Collaborative Manager (CEAC), promote racial equity and inclusion in Milwaukee through citywide collaboration. A special focus is placed on enhancing local capacity to improve life outcomes of boys and men of color significantly marginalized from economic, social, educational, and political life. Serve as a spokesperson and central point of contact for the City on issues pertaining to advancing the achievement of boys and men of color.

ESSENTIAL FUNCTIONS

- Mobilize community stakeholders across sectors around a common racial equity and inclusion agenda with a special focus on boys and men of color and using common measures of success.
- Collaborate with the Black Male Achievement Advisory Council (BMAAC) to advance BMAAC’s mission: “to create hope and opportunities for black men and boys who are significantly marginalized from economic, social, educational and political life” and the My Brother’s Keeper (MBK) Community Challenge and its six “cradle-to-career-to-college” goals.
- Develop and implement performance measurement tools to track program outcomes and ensure progress is made toward the achievement of BMAAC and MBK goals.
- Utilize data to document needs, target resources, assess the effectiveness of strategies and programs, and measure progress in improving life outcomes of boys and men of color.
- Develop and advance new policies, programs, and practices to generate significant improvements in outcomes for boys and men of color in areas such as educational attainment, employment, family strengthening, and the prevention of violence and violence-related deaths.
- Serve as Director of the Mayor’s Milwaukee Fatherhood Initiative (MFI) and the black male achievement anchor initiative, and manage daily operations of the MFI.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor’s degree in social work, public administration, public relations, community relations, or a related field from an accredited college or university.
2. Four years of progressively responsible program management experience in a governmental or nonprofit agency, including significant involvement with building strategic partnerships with leaders from various sectors (e.g., public, academic, business, faith-based, philanthropic) committed to improving quality of life.
3. Valid driver’s license at time of appointment and throughout employment.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be emailed to the Director of Administration, Sharon Robinson at srobins@milwaukee.gov- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- A master's degree in a closely related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of program management and strategies for improving quality of life for communities.
- Knowledge of best practices, trends, and developments in the achievement of males of color.
- Ability to raise visibility on issues pertinent to advancing the achievement of boys and men of color in Milwaukee locally, regionally, and nationally.
- Ability to ensure that the needs of boys and men of color are well represented in policy-related activities.
- Ability to read and interpret work-related documents.
- Ability to prepare professional correspondence and technical reports.
- Oral communication and presentation skills to be able to share information effectively, both individually and before groups.
- Leadership ability and supervisory skills to be able to manage and motivate staff and volunteers.
- Interpersonal skills; ability to establish and maintain collaborative professional relationships with staff, City officials, and community leaders from various sectors.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Knowledge of budgeting and skill in preparing budgets.
- Ability to research grant opportunities and draft grant proposals.
- Research and data collection and interpretation skills.
- Ability to set goals and establish strategies to meet objectives; skill in developing and implementing performance measurement tools to track program outcomes.
- Proficiency using computer applications such as spreadsheet, database, word processing, and the Internet.

- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Organizational skills to be able to produce high quality work products under tight time constraints.
- Commitment to improving the well-being of City residents.

CURRENT SALARY

The current salary range (Pay Range 2JX) for City of Milwaukee residents is \$62,338 - \$87,270 annually, and the non-resident salary range is \$60,809 - \$85,129. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of Administration reserve the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision.

APPLICATION PROCEDURE – Interested individuals must submit a resume and a letter of interest by email to the Director of Administration, Sharon Robinson, at srobins@milwaukee.gov. Please indicate “Community Engagement and Achievement Collaborative Manager” in the subject line. Questions may be directed to Sharon Robinson by email or by phone at 414.286.3828. The deadline for submission of application materials is **Wednesday, March 14, 2018.**

CONCLUSION

EEO 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.