



MILWAUKEE

PUBLIC LIBRARY

Temporary Community Education Assistant

Temporary, Part Time
June – November 2024

INTRODUCTION

Temporary Community Education Assistants work within the One MKE Civic Engagement Program and community to increase awareness of available government programs and provides voter resources to residents across the City of Milwaukee. Temporary Community Education Assistants instruct individuals and families in the community about available government programs, especially city services or city programs, help them complete a screener for what they are eligible for, and provide follow-up on accessing these programs. Additionally, Temporary Community Education Assistants provide residents with voting resources.

ESSENTIAL FUNCTIONS

- Actively engage with residents through attendance and information distribution at resource fairs, community events, churches, gathering spaces, and other outreach methods, connect individuals and families in the community to available government programs, especially city services or programs.
- Help residents complete a screener identifying what they are eligible for, and may provide follow-up on accessing these resources
- Serve as a nonpartisan voting resource, answering questions about how to register to vote, creating a voting plan, and requesting an absentee ballot,
- Assist Civic Engagement Services Manager with identifying additional outreach events such as information fairs, open houses or serving as a liaison at community partner events
- Complete and use all One MKE program forms per program guidelines.
- Maintain data collection tool to document all community outreach events and presentations.
- Establish and garner community support for City programs and messages and promote services
- Serve as a liaison representing and supporting One MKE interests

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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. One year of experience in one or more of the following areas: community outreach, education, election administration, or other work related to the above essential functions.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Bilingual language skills in Spanish, Hmong or Russian is preferred.
- Ability to read, write, and comprehend correspondence and memos
- Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Interpersonal skills to work effectively and respectfully with diverse coworkers and community members of various cultural, educational, and economic backgrounds, ages, and literacy levels.
- Ability to be prompt, reliable and maintain a good attendance record
- Ability to exercise discretion, use good judgment, and maintain confidentiality
- Creative problem-solving skills: effectively evaluates and makes decisions to resolve problems.
- Ability to use computer software and manage electronic files

CURRENT SALARY

The hourly rate for this position is \$20.72 per hour and \$21.34 per hour for residents of the City of Milwaukee.

CONDITIONS OF EMPLOYMENT

This opportunity is for **Temporary Employment** which may expire at any time, and is limited to a period of June to November 2024. **Temporary Employees** are ineligible for paid holidays, sick leave, vacation, or other benefits. This position does not lead to permanent, regular appointment with the City of Milwaukee.

HOURS

Schedule: This position works 20 hours per week.

HOW TO APPLY

Interested applicants may apply by submitting a cover letter and resume to MPLJobs@milwaukee.gov. The Milwaukee Public Library is looking for candidates who can start as soon as possible. Application submissions will remain open until positions have been filled.