



## Lead to Succeed Employer Engagement Assistant Position Description

CommUNITY Connections Consulting, LLC is seeks an independent contractor to work as an Employer Engagement Assistant for the Lead to Succeed Program to recruit and engage businesses to help high school students plan for post-secondary education and careers. This is a part-time contract that begins on January 9, 2012 and ends on June 15, 2012.

**Lead to Succeed** is an INDUSTRY-DRIVEN youth leadership development program in which college students are trained to lead teams of high school students in high impact service-learning projects that support local non-profit organizations.

*Our Mission* is to develop fresh talent for both the workforce and for the community. We do this by engaging students in service-learning projects that also teach critical employability skills and expose our youth to the jobs that will be needed most.

In addition to participating in leadership development activities and service learning projects, some of the youth will have the opportunity to work in an after school job, participate on industry and college tours and attend job skills/pre-employment workshops. The Program Assistant will play a key role in recruiting employers for the various engagement opportunities and assisting in coordination efforts to plan workshop and events. As there is a specific focus on the water industry, the majority of employers will be water industry organizations.

### Activities/Responsibilities

With guidance from the Milwaukee Water Council Talent Development Advisor and Milwaukee Department of City Development Youth Development Coordinator:

- Assist in recruiting employers from the water industry to participate in the Lead to Succeed Program in a variety of capacities.
- Assist in planning training sessions for participating employers and job skills/pre-employment workshops for youth.
- Schedule and coordinate logistical arrangements for industry and college tours.
- Conduct work site visits for youth.
- Communicate progress of youth to program partners.
- Collect youth time sheets and distribute pay checks.
- Other duties as assigned

### Qualifications

- Ability to work in team environment and collaborate with multiple partners.
- Attention to detail.
- Professional communication skills, including customer service skills and phone etiquette.
- Proficient in Microsoft Office Word, Excel and PowerPoint.
- Ability to work independently.
- Accountability for results and ability to meet deadlines.
- Degree in/pursuing a degree in a water related field, business, social services or workforce development.
- Committed to youth development.

**Time Commitment:** 20 hours per week from January 9, 2012 through June 15, 2012.

**Location:** City of Milwaukee – Department of City Development Office - 809 North Broadway, Milw  
Some travel to local businesses/organizations required

**Hours per Week:** 20

**Rate of Pay:** \$10 per hour

**Contact:** send resume to Karin Gratz by 12/16/11 at [kgratz@communityconnectionsconsulting.com](mailto:kgratz@communityconnectionsconsulting.com)