



Visitor Services Assistant-Menomonee Valley

Milwaukee's Urban Ecology Center has captured the attention of leaders in cities across the country. Our model of creating neighborhood-based environmental education centers energize urban public natural areas. The result is reduction in crime, protection and enhancement of urban ecosystems, increased property values and improved academic achievement. Located in vibrant public green spaces, our fast-growing organization serves over 100,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility and has been recognized as one of Milwaukee's Top Work Places by the Milwaukee Journal Sentinel. The Urban Ecology Center's facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

The part time, limited term Visitor Services Assistant position will run between August 12th and December 31st and will be located at our Menomonee Valley branch. The primary responsibilities of this position are to provide positive experiences for visitors to the Center by overseeing the reception area, equipment lending to members, and membership recruitment and visitor experience initiatives in the Menomonee Valley. This position will help ensure the building's visitor services function is covered during public hours. We are open to the public Tuesday through Friday from 12:00 noon to 7:00 pm and Saturday from 9:00 am to 5:00 pm. Requirements for the position include high school diploma or GED, bachelor's degree preferred; minimum of two years' experience in customer service, fluency in Spanish, computer skills, experience working with volunteers, and desire and ability to work with a diverse group of people.

Salary: Starting wage for this part-time non-exempt, limited term position is \$12.50.

How to Apply:

Internal applicants: Contact Mike Larson for a link to complete the on-line application. Be prepared to attach in Microsoft Word or PDF a letter of interest, a resume, and contact information for 3-5 professional references. The deadline to apply internally is July 7th.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, protected veteran status, or any other protected status.