

Harbor District Inc.  
Position Announcement:  
Outreach Specialist

Harbor District, Inc. (HDI) is a non-profit organization promoting redevelopment and restoration of Milwaukee's industrial waterfront. We work to connect people to a neglected space, and to restore its economy and ecology. More information about HDI is available at [harbordistrict.org](http://harbordistrict.org).

The Outreach Specialist is a full-time position supporting HDI's efforts to inform and engage nearby residents, community members, and other stakeholders in the development of the Harbor District. This unique position supports a variety of projects and programs including public events, school programs, communications, and more.

### **Community Partnerships and Programming**

Build relationships and implement programs that reinforce community connections to the Harbor District.

- Manage relationships with local elementary schools. Visit schools to present lessons in class, and coordinate field trips to take students out on the UWM research vessel.
- Coordinate the Neighborhood Advisory Committee, a resident group engaged in Harbor District initiatives.
- Coordinate community science programs: manage logistics, market the programs, and work with our partners to facilitate the events.
- Research funding opportunities and support grant-writing.



### **Events and Tours**

Develop and manage events that support the organization's outreach goals.

- Manage logistics for Harbor Fest, HDI's annual street fair. Coordinate the planning committee, recruit vendors and exhibitors, coordinate activities and entertainment.
- Lead Play Streets, a neighborhood recreational event bringing active recreation to Greenfield Avenue on summer Sundays.



600 E GREENFIELD AVE, ROOM 124  
MILWAUKEE, WISCONSIN 53204  
[HARBORDISTRICT.ORG](http://HARBORDISTRICT.ORG)

- Plan and execute bike, bus, and boat tours, an annual meeting, and other events as they arise.

### **External Communications**

- With support from other staff, prepare monthly eNewsletters and other print or digital communication as needed;
- Manage Harbor District social media accounts.
- Make website updates;
- Prepare and distribute flyers, posters, and mailings for events and meetings;
- Maintain Airtable contact database.

### **Internal Communications and Administration**

- Coordinate meetings: assist with scheduling and preparation and distribution of materials;
- Other administrative tasks.



### **Qualifications:**

- Bachelor’s degree or equivalent, plus 1-2 years full time work experience.
- Outgoing and enjoy working with a wide variety of people.
- **Spanish fluency strongly preferred.**
- Experience speaking in public and working at large events.
- Able to manage multiple projects at once and keep track of many details.
- Thrive in a dynamic and collaborative work environment.
- Enthusiasm and flexibility.
- Commitment to HDI's mission.

Position open until filled, with an initial round of resumes reviewed on May 17, 2019.

To apply, email resume and cover letter to [job@harbordistrict.org](mailto:job@harbordistrict.org).

