

MILWAUKEE PARKS FOUNDATION



Milwaukee Parks Foundation Communications Coordinator Job Description

To apply please send your resume with subject line: "Communications Coordinator Role" to info@mkeparksfoundation.org by Friday, August 22

Title: Communications Coordinator

Employment Type: Part Time

Reports To: Associate Director

Revision Date: June 9, 2025

Salary: \$25 / hour, up to 20 hours weekly

Milwaukee Parks Foundation Overview

Our Parks are in desperate need of support. Due to decades of underfunding, Milwaukee County Parks Department has less than 1/3 of the staffing it had back in the 1980s. With 15,300+ acres of land to manage, that means each Parks employee is responsible for managing 31 Lambeau Fields.

Milwaukee Parks Foundation (MPF) was founded in December 2019 to combat these fiscal challenges with an equity lens through 1) Promoting awareness, access and belonging, 2) Building community capacity and partnerships and 3) Fundraising and investing in equitable amenities and programs. MPF is dedicated to a safe and vibrant parks system that benefits all people.

MISSION: Engage our community in supporting Milwaukee County Parks to collectively steward a thriving park system.

VISION: Foster dynamic connections through our land and community, expanding what is possible in our neighborhoods, and engaging residents in supporting a safe and vibrant parks system that benefits all.

Job Summary

The Communications Coordinator will support the Associate Director and Communications Consultant in advancing our mission to collectively steward a thriving park system. The Communications Coordinator will work closely with the Associate Director and Marketing Consultants to implement all aspects of MPF's comprehensive communications plan, including but not limited to: storytelling, website support, attending outreach/tables events, gathering and creating meaningful social media content, storytelling, managing merchandise fulfillment and more.

Essential Functions

- **Storytelling and content creation:** Attend critical MPF events to take photographs, gather quotes, and support storytelling. Work with Associate Director to create content for social media, email newsletters, and other needed content.
- **Merchandise Fulfillment:** One to two times monthly, fulfill all merchandise orders. Manage in-kind merchandise program and fulfillment of partner and donor perks.
- **Other Communications Support:** Support website maintenance as needed, help with writing, occasionally create flyers, and support Associate Director and Director of Development with any and all communications needs.
- **Event Support:** Work with MPF team to support critical MPF events including Go Green for Parks, a Walk in the Park, and attend outreach and tabling events.
- **Administrative Support:** Until additional support can be hired, all team members support completing administrative functions including but not limited to picking up mail, writing handwritten thank yous, agendas and notes, scheduling, and responding to general organization emails.
- **Justice, Equity, Diversity and Inclusion:** All decisions made with a justice, equity, diversity and inclusion lens. Decisions include: vendor decisions, partnership management and growth, storytelling, audience focus, branding, digital marketing strategies and more.
- **Other duties as assigned**

Preferred Education, Experience and Skills

High school graduation preferred, or two to three years relevant experience in nonprofit or social service work. Basic knowledge of parks is important. Desired skills include:

- Strong relationship management skills and high emotional intelligence
- Ability to connect with individuals from different backgrounds
- Excellent communication skills, both written and verbal
- Detail-oriented, organized individual
- Event planning experience
- Connection to and passion for Milwaukee Parks and Milwaukee residents
- Strong focus on equity, inclusion, and community engagement

Benefits

- Flexible, hybrid work environment with mutually agreed upon schedule (some weekends and weeknights needed)

- Unpaid time off can be arranged into schedule with advance notice
- Laptop computer and cell phone provided
- Simple IRA match (3%)
- Health insurance stipend

Physical Demands and Work Environment

This role requires an individual to remain in a stationary position at least 50% of the time. The remainder of the time this individual will need to move around inside as well as outside in various weather conditions throughout our County Parks system. Constantly operating a computer, phone and communicating with key partners will be critical for this role. Lastly, this role will occasionally need to move A/V equipment, supplies, and other items up to 40 pounds for various events and activities in our parks. Employee must be vaccinated against COVID-19.

Equal Employment Opportunity

Milwaukee Parks Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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