



<b>Job Posting</b>	<p><b>Internal Date Posted: February 2, 2012</b>  <b>External Posting Date: February 2, 2012</b>  <b>Closing Date: March 2, 2012</b></p>
<b>Position Title:</b>	<b>Project Specialist-Water Sector</b>
<b>Starting Salary:</b>	\$43,347.20 - \$54,184.00 (Level 212)
<b>Minimum Education:</b>	Bachelor's Degree (BA or BS) in Social Science or a related field
<b>Minimum Experience:</b>	Minimum of two years related experience and/or training
<b>Minimum Knowledge, Skills &amp; Abilities:</b> (Partial List)	<ul style="list-style-type: none"> <li>• Must be able to network effectively with diverse socio-economic backgrounds.</li> <li>• Ability to read, analyze and interpret the most complex documents.</li> <li>• Proficient with MS Office and standard office equipment.</li> <li>• Negotiating, analytical and time management skills.</li> <li>• Must possess good reasoning ability be approachable, creative, energetic, and have the ability to work with and communicate orally and in writing effectively with a broad range of stakeholders.</li> </ul>
<b>Duties:</b> (Partial List)	<ul style="list-style-type: none"> <li>• Facilitate and coordinate activities in the Water Career pathway initiative.</li> <li>• Work closely with technical college and engineering post-secondary schools and water employer HR staff to support participants with career planning and learning.</li> <li>• Coordinate participant recruitment and screening with SE and WOW WIBs, Milwaukee One Stop Centers, WRTP, Center for Veteran's Issues and other community organizations.</li> <li>• Coach, mentor and career counsel the project participants.</li> <li>• Coordinate recruitment of worksites/employers and facilitate the placement of participants into internships with water industry employers.</li> <li>• Develop informational/promotional materials as required.</li> <li>• Connect program participants with other related activities such as job fairs and/or other resources to address any educational or employment needs.</li> <li>• Oversee contracts and sub-agreements including providing technical assistance to contractors.</li> <li>• Provide onsite and desk monitoring of program activities and expenditures.</li> <li>• Keep necessary records and assists with ongoing data management.</li> <li>• Enforce rules and regulations related to program requirements.</li> </ul>
<b>To Apply:</b>	<p>Send cover letter and resume, stating the position that you are applying for, to:</p> <p style="text-align: center;">Human Resources          Milwaukee Area Workforce Investment Board (MAWIB)          2338 N 27th Street          Milwaukee, WI 53210</p> <p>Fax: (414) 225-2375; E-Mail: <a href="mailto:hr.manager@milwaukeewib.org">hr.manager@milwaukeewib.org</a></p>

*Interviews may be conducted during the posting period.*