**Visitor Services Assistant**

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.

Join a dynamic team in Visitor Services at the Urban Ecology Center, a national recognized non-profit environmental community center in the heart of Milwaukee. This part time, 12 hour/week position is responsible for 1) ensuring a positive experience for visitors by helping to coordinate the reception area, giving tours and greeting visitors to the Center 2) organizing, maintaining and preparing adventure equipment for our equipment lending benefit 3) assisting with visitors, programs and general operations and 4) other projects as needed. This position is located at Menomonee Valley and is responsible for covering the building on evenings and weekends. Spanish fluency is required for this position. Salary: Starting wage for this part-time non-exempt, position is $12.00.

How to Apply:

Complete application and upload resume and cover letter on our website at: [https://urbanecologycenter.org/get-involved/jobs-and-internships.html](https://urbanecologycenter.org/get-involved/jobs-and-internships.html) or contact Mike Lawson, Visitor Services Manager at mlarson@urbanecologycenter.org or Carlos Manriquez, Visitor Services Specialist in the Menomonee Valley, at cmanriquez@urbanecologycenter.org with questions.

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.