**Milwaukee County Overview:**

Located on the shores of Lake Michigan, Milwaukee County is home to nearly one million residents, six Fortune 500 companies, a dozen universities, and hundreds of cultural venues, activities and events (www.visitmilwaukee.org). Milwaukee County government is responsible for key public functions including Parks, Transportation, Zoo, Senior Services, Criminal Justice, and Health and Human Services. In recent years, despite significant structural deficit issues, Milwaukee County government has developed balanced budgets, increased and improved critical services for residents, and spurred major economic development.

**Office on African American Affairs Overview:**

The Office on African American Affairs (OAAA) was created to serve an integral role in “recognizing and resolving the County’s racial inequities for the benefit of all of its citizenry, and for the region to achieve its full potential.” In accomplishing its mission, the Office will focus both on the internal workings of Milwaukee County government as well as the conditions of the Milwaukee County community at-large.

Under the leadership and oversight of the County Executive, the Office will seek to empower Milwaukee’s African American community to achieve positive, long-term, sustainable outcomes. Working with other County Departments and external partners, the Office on African American Affairs will work to improve the standing of African Americans in Milwaukee in areas that include workforce development, families, housing, transit, and criminal justice. It will do so by leading the development and implementation of a coordinated plan, both inside Milwaukee County government and with external partners. It will do so through an honest assessment of today’s conditions and tomorrow’s possibilities, and will hold itself accountable by creating specific goals and timetables for “moving the needle” on racial inequities. The Office will seek to address complex and difficult issues in a well-rounded manner, and will exercise the discipline to maintain a focus on quality decision-making, the use of best practices, and innovative problem solving.

**Job Summary:**

Reporting to the OAAA Director, the Research and Programs Manager is responsible for program development, management, and implementation of projects and programs that aim to reduce racial inequities in Milwaukee County in areas that include workforce development, families, housing, transit, and criminal justice. Responsibilities include needs assessment, program design, project management, data collection, statistical analysis and reporting of data related to all programs, program evaluation, and quality/performance improvement activities.

**Essential Responsibilities:**

* Responsible for the development of program design, program evaluation plan and design, and research methodology and data collection procedures.
* Manage all assigned projects and initiatives through implementation and evaluation.
* For assigned projects work with internal and external team members to determine tasks, support research and program evaluation projects; set schedules and timelines and assure deadlines are met.
* Lead and manage special projects, including developing project work plans, identifying required resources, and establishing timelines and deliverables.
* Coordinate planning, research and evaluation studies that provide input to management decision making and improved performance of programs and services.
* Coordinate research and program evaluation conceptualization, design, implementation of data collection methodologies, data analysis, and interpretation and reporting of results.

**Required Skills and Abilities**

A bachelor's degree from an accredited college or university is required. Master’s Degree preferred. Exceptional candidates will have at least 5 years of project management and development experience as well as experience in program evaluation.   
    
Candidates will have a proven track record of delivering results, building accountability for partners and staff, and successfully managing complex projects. The ideal candidate will have excellent project management skills and an unquestionable sense of integrity and honesty. Additional qualification include:

* Strong attention to detail and organizational skills.
* Excellent project management and analytical skills.
* Excellent interpersonal skills and ability interact effectively in multi-disciplinary teams.
* Ability to work on a self-directed basis and as part of a team.
* Strong analytical ability and experience in producing clearly written materials for practice and policy audiences.
* Organizational, analytical and planning skills that can sustain the multi-faceted work of complicated initiatives, as well as the specific activities of individual partners.
* Ability to think critically and exercise judgment within defined procedures and practices to determine appropriate courses of action.
* A strong team orientation, positive attitude, integrity, self-motivation, discipline, and reliability.
* Ability to work independently, self-manage priorities and goals for projects, meet deadlines, and multi-task while working well under pressure.
* Quantitative and qualitative research skills and experience.
* Knowledge of and demonstrated experience in research and statistical analysis methodologies.

Milwaukee County provides a competitive benefits package, including group life, health and dental insurance; major medical coverage of employees and dependents; pre-tax medical flexible spending program; deferred compensation and contributory pension plan; pre-tax childcare and dependent care program.

***Interested applicants are asked to submit a cover letter and resume via email to:***

Employment Manager, Angela Nixon

[Angela.nixon@milwaukeecountywi.gov](mailto:Angela.nixon@milwaukeecountywi.gov)

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.