



## POSITION DESCRIPTION:

### Education Outreach Manager and Bilingual Educator (Spanish/English)

**Position Type:** Full Time (40 hours per week)

**Reports to:** Education Director

**Location:** Mitchell Park Horticultural Conservatory (Milwaukee, WI)

**Deadline to Apply:** July 25, 2025 (applications will be accepted until position is filled)

**About Milwaukee Domes Alliance (MDA):** As an operating partner of the Mitchell Park Horticultural Conservatory, the Milwaukee Domes Alliance (formerly Friends of the Domes) helps cultivate a lifelong love of nature for all visitors through coordinating immersive, restorative experiences within Milwaukee's iconic horticultural oasis.

**Mission Statement:** We provide inspirational experiences that restore connections to nature and community in a one-of-a-kind horticultural oasis at the heart of Milwaukee.

**About the Domes:** The Mitchell Park Domes provides a one-of-a-kind nature retreat that takes visitors across the globe in the course of an afternoon, all housed in the world's most unusual and architecturally significant horticultural conservatory. Home to 2,000 plants from diverse climates, it is the world's only beehive-shaped conservatory. The Domes represent a powerful tool for encouraging visitors to make environmentally sustainable choices within their own families. With shows and displays changing multiple times a year there's always something new to explore at the Domes.

#### Knowledge and Qualifications:

- Associate's degree or Bachelor's degree in a related field. Work experience may substitute for education requirements.
- Experience in:
  - Teaching (either formally or informally)
  - Working with youth, especially middle and high school aged students
  - Horticulture, science, plants, nature, sustainability, health and wellness

**Milwaukee Domes Alliance**  **Inspiring Meaningful Connections to Nature and Community**

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- Working in the nonprofit sector
- Managing and organizing a large number of accounts
- Project management and coordination
- Ability to interact with visitors in both English and Spanish; fluency in reading, writing and speaking Spanish. Native Spanish speaker preferred.
- Exceptional verbal communication and interpersonal skills - friendly and welcoming to visitors of all ages; excellent customer service skills.
- Computer skills in typing, editing, using Google Drive applications.
- Ability to learn new information about the Conservatory and interpret the Domes plant collection to children and adults.
- Detail-oriented with a high level of organizational skills.
- Time management skills, flexibility, and ability to meet deadlines.
- Strong commitment to diversity, equity, and inclusion.

### Essential Duties and Responsibilities:

The Milwaukee Domes Alliance (MDA) Education Outreach Manager and Bilingual Educator is responsible for assisting the Education Director and Lead Interpretive Educator in various areas of the Domes Education Program:

- **Youth Education (40%):**
  - Lead established school field trips: delivering set objectives, keeping time, setup and takedown, cleaning, managing behavior, and teaching about various Domes plants and history.
  - Lead bilingual (English/Spanish) and Spanish programming for all ages.
  - Lead field trip programs in English for middle and high school students.
  - Lead weekend field trips (Up to 2 per month).
  - Supervise work-study high school student (1-2 days per week onsite).
- **Program Coordination and Scheduling (40%):**
  - Schedule school field trips using and improving of current practices/applications: Calendly, Google Sheets, and Veeva applications.
  - Communicate with educators (in English and Spanish) about group needs and expectations, answer scheduling questions.
  - Track all communications with teachers/coordinators, and stay highly organized.
  - Award and track scholarship funds.
  - Manage program Invoicing: create invoices, track payments.
- **Other duties (20%)**
  - **Tracking Metrics and database management**
    - Send and track program satisfaction surveys.
    - Report on program KPIs.
    - Send monthly reports.
    - Collect data required for grant proposals.
  - **Community Outreach and partnership development**
    - Plan a limited number of events/ cultural activities.
    - Attend community events as a representative of Milwaukee Domes Alliance.

- Meet with community leaders and represent the Alliance.
- **Spanish Translation:** Translate signage and documents from English to Spanish. Assist with typing information.
- **Adult and Family Education:** Assist with family education programs or adult education workshops where needed.
- **Other duties as assigned**

### Schedule:

Availability: Typically weekdays Monday-Friday 8am-4pm

Available at least 4 weekend days per month (as needed for field trips, programs, and on call duties)

**Physical Demands:** The employee is occasionally required to traverse within their work area as well as other areas of the facility. Ascending and descending of stairs (building that does not contain an elevator). We value diversity: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Compensation and Benefits:

- **\$25+/hour**
- **\$7,500 in healthcare premium reimbursement;**
- **Three weeks paid time off plus holidays and sick time.**
- **Flexible work hours; some work may be completed remotely.**

**Commitment to Diversity:** The Milwaukee Domes Alliance is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Milwaukee Domes Alliance does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table.

### Email Letter of Interest and Resume or CV:

Erica Veto, Education Director  
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