

# **i.c.stars | \***

**i.c.stars Milwaukee** is looking for a part-time **Talent Services Coordinator (TSC)** to support talent to obtain social service support needs, leadership development, on the job retention, and future professional growth and development goals.

**i.c.stars** was formed in 1999 to develop 1,000 Community Leaders by 2020. Using project-based learning and full immersion teaching, **i.c.stars** provides an opportunity for change-driven, future leaders to develop skills in business and technology. The culture and essence of **i.c.stars** is one of ANDs: leadership AND technology, cognitive skills AND behavioral transformation, data AND emotions, business AND community.

**The TSC role requires someone who...**

- Develops and maintains relationships with community organizations who provide housing, mental health, child care, and emergency services.
- Provides counseling and referrals to service providers for individuals as needed.
- Manages an initial caseload of participants at the early stages of their careers by conducting scheduled weekly check-ins.
- Facilitates quarterly workshops for talent to discuss challenges in the workplace and leadership development opportunities.

## **ESSENTIAL RESPONSIBILITIES**

- Intern Progress Tracking
- Create individual success plans (ISP) focused on leadership development and social service needs.
- Monitor intern progress according to ISP
- Lead a team of volunteers to conduct annual alumni performance, satisfaction and career surveys.
- Ensure proper recording of all non-sensitive check-in activity, interviews and meetings.

## **BENEFITS**

- Working with a best-in-class Milwaukee based non-profit team.
- Paid parking.
- Part-time flexible schedule.

**TO APPLY, EMAIL A RESUME AND COVER LETTER TO [bonnie@hrsherpaz.com](mailto:bonnie@hrsherpaz.com)**