

Application Form

Profile

Virginia _____ Jones _____
 First Name Middle Initial Last Name

 Email Address

 Home Address Suite or Apt

 City State Postal Code

What district do you live in? *

District 4

 Primary Phone Alternate Phone

Goodwill Greater Milwaukee & Chicago _____
 Employer Job Title
 Executive Assistant to CEO

Please look at the vacancy page before applying. Some Boards, Committees and Commissions have requirements that they are looking for in an applicant, such as specific skills or member types such as Adult or Student.

The Vacancy page can be found here:

[VACANCIES](#)

Which Boards would you like to apply for?

Equity and Inclusion Commission: Appointed

Why are interested in joining this Board, Committee or Commission?

[V.Jones_Resume_7-2025.docx.pdf](#)
 Upload a Resume

If you have issues uploading your resume, email it to Misty Richey at mrichey@wauwatosa.net

If you need to send your resume separately, complete the remainder of the application, save it, and we will submit both the application and resume for you.

Please tell us about yourself and why you want to serve.

I am writing to express my interest in joining the City of Wauwatosa Equity and Inclusion Commission. As a committed resident of Wauwatosa with a background in community service, organizational support, and advocacy, I am eager to contribute to fostering an inclusive, equitable, and diverse environment in our city. In the eight years I have lived in Wauwatosa, I have experienced our community's deep commitment to progress. I have joined the people of Wauwatosa in passionately educating each other on important issues. I am inspired by our strength and our ability to hold ourselves and others accountable for our words and actions. I am proud of my city for the commitment we share in educating ourselves on opportunities to foster a better life for all. Professionally, I currently serve Goodwill Greater Milwaukee and Chicago as Executive Assistant to the CEO. At Goodwill we strive to eliminate barriers for opportunities and strengthen our communities through employment and community resources. We have a steadfast belief in empowerment and inclusion and support our work by showing up in authentic and respectful ways. I support our mission in the Office of the President through administrative planning and project management. Outside of my role, Goodwill encourages my personal DEI growth through internal and external educational opportunities. Beyond my professional responsibilities, I actively contribute to my community. As an Election Official in Central Count for the City of Wauwatosa, I ensure our electoral processes run smoothly and fairly. My involvement with the Wauwatosa Historical Society and the League of Women Voters of Milwaukee County reflects my commitment to civic engagement. Additionally, my volunteer work with the Victory Garden Initiative and the ACLU of Wisconsin underscores my dedication to social equity and environmental sustainability. I am particularly passionate about amplifying diverse voices and creating opportunities for all individuals to feel represented and included. With a background in graphic information technology and technical writing, I can effectively communicate complex ideas and craft resources that resonate with a variety of audiences. Joining the Equity and Inclusion Commission would allow me to bring my organizational expertise, community-focused mindset, and dedication to fostering diversity to Wauwatosa's initiatives. I would be honored to serve in an advisory capacity, working collaboratively to implement strategies that celebrate our city's unique identities and promote equity for all. Thank you for considering my application. I am enthusiastic about the opportunity to contribute and look forward to the possibility of serving our community in this important role.

Demographics

Some boards, committees and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity *

[REDACTED]

Gender *

[REDACTED]

Sexual Orientation *

Straight/Heterosexual

[REDACTED]

Date of Birth

Once you submit your application, check [here](#) for the Common Council agenda that has your appointment or reappointment. It may be possible that it will be on future agendas and not on the next upcoming meeting date agenda. This will be how you know if you have been appointed or reappointed.

VIRGINIA JONES

EDUCATION

Arizona State University | Ira A. Fulton School of Engineering

Bachelor of Science | Major in Graphic Information Technology | Focus in Technical Writing

May 2019

University of Wisconsin- Whitewater

Associate of Arts

December 2012

PROFESSIONAL EXPERIENCE

Goodwill Greater Milwaukee and Chicago

Milwaukee, WI

Executive Assistant to the CEO

November 2020 - Present

- I am proud to serve Goodwill Greater Milwaukee and Chicago and deeply value the opportunity to support their mission in empowering individuals through career services and community partnerships.
- I implement strategies to achieve the goals for Goodwill and manage logistics for the CEO. Implement, revise, sustain policies, procedures, and programs. Role involves project management, technical organization, correspondence, event planning. I support the Office of the President in board relations and communications.

Toppers Pizza

Whitewater, WI

Executive Assistant to the CEO

May 2015 - November 2020

Assistant to President

November 2011 - March 2014

- I acted as right hand to the CEO and represented him in all areas with a positive image, while maintaining the highest level of confidentiality and professionalism. As project manager for CEO, I completed a wide variety of personal and special projects and by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and making adjustments to plans.
- As an event planner for both internal events as well as serving as Chair of the Registration Committee for our annual company-wide convention. For this event, I designed and implemented a complex registration system.
- Additional duties included: processing expense reports, creating content for and managing personal blogs, procurement, IT support, managing payroll for household employees, general data entry report creation, & banking.
- I left this position when I moved to the Milwaukee area in 2014, and was asked to return the following year.

GMR Marketing

New Berlin, WI

Executive Assistant to the Chief Digital Officer

March 2014 - May 2015

- In my time at GMR Marketing, I created and implemented systems to keep the Digital and Social Media departments organized. I primarily supported the Chief Digital Officer, as well as four Vice Presidents within the department. I managed the CDO's schedule, processed and managed purchase orders, arranged multiple travel bookings monthly, backup project management when needed, and participated in team event planning.

COMMUNITY INVOLVEMENT

I firmly believe it is our responsibility to serve our community. I aim to dedicate time to organizations focused on social and human services.

City of Wauwatosa

Wauwatosa, WI

Election Official

2020 - Present

- Poll worker and Central Count worker

Wauwatosa Historical Society

Wauwatosa, WI

Member and Volunteer

2021 - Present

- Attendance and participation in Wauwatosa Historical Society meetings and events, including fundraisers and learning opportunities.
- Garden volunteer

Wauwatosa Avenue United Methodist Church

Wauwatosa, WI

Graphic Design, Communion Steward

2022 - Present

- Create and manage various products for print and digital use
- Coordination of monthly communion services

League of Women Voters of Milwaukee County

Milwaukee, WI

Member, Nominating Committee

2025- Present

- Elected by the Convention delegates for a two-year term. Support the work of identifying and supporting members for leadership roles.

Member, General

2024 - Present

- Through membership, I support the mission of the LWV to encourage and inform active participation in government.

Victory Garden Initiative

Milwaukee, WI

Volunteer

2024 - Present

- Building and installation of garden beds in community member gardens in an effort to provide nutritious and accessible food to those in need.

PERSONAL INTERESTS

I am naturally curious and am always studying something new. Some current interests include:

- History
 - Special interest in local and architectural
- Restoring my 1920's multi-family home
 - Self taught in plaster work, tiling, flooring, wood repair, appliance repair, and more
 - Serve my tenants as landlord and property manager
- Gardening
 - Special interest in urban gardening and sustainability
- Culinary and beverage culture
- Graphic design



January 21, 2025

Mayor Dennis McBride
7725 W. North Ave.
Wauwatosa, WI 53213

Dear Mayor McBride,

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Sincerely,

Virginia Jones