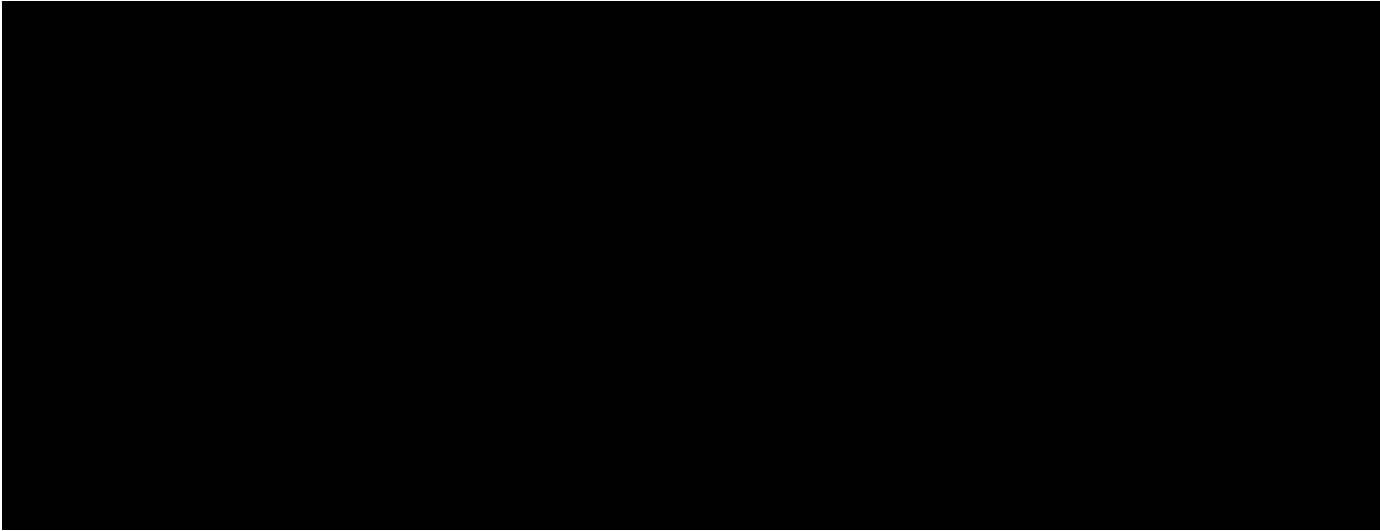


Application Form

Profile

Virginia		Jones
First Name	Middle Initial	Last Name



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

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: Submitted

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

[V.Jones_Resume_7-2026.docx.pdf](#)

Upload a Resume

If you have issues uploading your resume, please email it to the City Clerk's Office at tclerks@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 would be honored to continue serving on the Wauwatosa Equity and Inclusion Commission for another term. Over the past year, I've appreciated the opportunity to serve alongside fellow commissioners, City staff, and community members who care deeply about making Wauwatosa a welcoming place for everyone. I've learned a lot, especially from the other commissioners and the different perspectives they bring to the table. I truly value the opportunity to listen, learn, and grow alongside people with different backgrounds and experiences. I believe the work of building a more equitable and inclusive community is ongoing. I believe meaningful progress takes time, and I'd love the opportunity to continue contributing to that work. Professionally, I continue to serve as Executive Assistant to the CEO at Goodwill Greater Milwaukee & Chicago, where our mission is centered on removing barriers to opportunity and strengthening our communities. Through project management, planning, and collaboration, I've learned that lasting change comes from thoughtful, consistent effort. I aim to apply this approach to my community involvement and volunteer work. Outside of work, I stay actively involved in Wauwatosa and the greater Milwaukee community. In addition to serving on the Equity and Inclusion Commission, I'm an Election Inspector, a member of the Wauwatosa Recreation Advisory Committee, a volunteer with the Wauwatosa Historical Society, and recently became a UW-Extension Master Gardener. These experiences have connected me with people from many different backgrounds and continue to strengthen my commitment to public service. I care deeply about this community and want to continue helping move this work forward. I believe the Commission has an important role in listening to residents, fostering thoughtful conversations, and advising the City on ways to make Wauwatosa a place where everyone feels they belong. I would be grateful for the opportunity to continue serving.

Demographics



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 serve Goodwill Greater Milwaukee and Chicago and support our 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. I completed a wide variety of personal and special projects 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 returned in 2015.

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
<i>Election Inspector</i>	<i>2020 - Present</i>
• Poll worker and Central Count worker	
<i>Commissioner</i>	<i>2025- Present</i>
• Equity and Inclusion Commission	
Wauwatosa Recreation	Wauwatosa, WI
<i>Advisory Committee Member</i>	<i>2026- Present</i>
• Advisory role, working alongside the Recreation Department to help guide recreation programming, access, long-term planning, and financial sustainability.	
Wauwatosa Historical Society	Wauwatosa, WI
<i>Member and Volunteer</i>	<i>2021 - Present</i>
• Attendance and participation in Wauwatosa Historical Society meetings and events, including fundraisers and learning opportunities. • Garden volunteer	
Wauwatosa Avenue United Methodist Church	Wauwatosa, WI
<i>Graphic Design, Communion Steward</i>	<i>2022 - Present</i>
• Create and manage various products for print and digital use • Coordination of monthly communion services	
League of Women Voters of Milwaukee County	Milwaukee, WI
<i>Member, Nominating Committee</i>	<i>2025- Present</i>
• Elected by the Convention delegates for a two-year term. Support the work of identifying and supporting members for leadership roles.	
<i>Member, General</i>	<i>2024 - Present</i>
• Through membership, I support the mission of the LWV to encourage and inform active participation in government.	
Victory Garden Initiative	Milwaukee, WI
<i>Volunteer</i>	<i>2024 - Present</i>
• Building and installation of garden beds in community member gardens in an effort to provide nutritious and accessible food to those in need.	
UW-Extension	Southeastern Wisconsin
<i>Master Gardener</i>	<i>2026- Present</i>
• I am a trained volunteer who educates the community on horticulture using research-based information from the University of Wisconsin-Extension. Tasks include: promoting sustainable practices, maintaining public gardens, diagnosing plant issues, and educating the public on gardening techniques to enhance local communities.	