Name of Non-Profit Organization: Cream City Foundation
Position Title: Events and Communications Intern

Hourly Wage: $10 Average Hours Per Week: 8-12

Desired Work Schedule:
(list ideal work days and times of the week for this position)
Flexible - must be available to work weekends

Address: 759 N Milwaukee St, Milwaukee, WI 53202

Supervisor Name: Emmet Liston
Supervisor Phone Number: 414-225-0244
Supervisor Email: eliston@creamcityfoundation.org

Essential Duties and Responsibilities:

Planning, implementation and follow-up for all special events, receptions, etc...
Coordinate event details and logistics such as registration, attendee tracking, presentation and materials support, and event evaluations
Coordinate/monitor event time lines and ensure deadlines are met
Coordinate event logistics and publicity including public relations, advertising and collateral material/invitations design, production and distribution, update website and social media platforms
Coordinate with event venue, vendors, speakers and participants
Work with President to develop and manage event budgets
Coordinate volunteer staffing, recruitment, supervision and training
Maintain silent auction, prizes and donation solicitations for each event, cultivate sponsorship development and fulfillment

Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

☐ Verbal Communication
☐ Microsoft Office Skills (Word, PowerPoint)
☐ Adobe (Photoshop, Illustrator, InDesign)
☐ Detail Orientation
☐ Initiative
☐ Written Communication
☐ Ability to Work Independently
☐ Ability to Work in a Team

☐ Presentation and Public Speaking Skills
☐ Problem Solving
☐ Flexibility/Adaptability/Creativity
☐ Organizational Skills
☐ Customer Service Skills
☐ Multi-tasking
Provide other required qualifications or information on this position:

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Intercultural Knowledge and Competence

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

Critical and Creative Thinking Skills

☐ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

☐ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Individual, Social, and Environmental Responsibility

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position: