



Internship Position Description

Name of Organization: 5 Points Neighborhood Association, inc

Position Title: Spanish Translation/Marketing flyers(social media) and Video/Translation in Spanish at meetings

Hourly Wage: 14.50

Length of internship in months: Program length Sept 2023-May 2024

Average Hours Per Week: This will vary per assignments : Minimum 4 as high as 10

Desired Work Schedule:

(list ideal work days and times of the week for this position)

Ideal Meeting with Supervisor Monday 8am or thursday 5:30pm via Zoom

In person community meeting Fourth Saturdays at 9:45am

Other independent work assigned

Address: 3879 n. Port washington ave

Supervisor Name: Sy smith

Supervisor Phone Number: 414-364-8677

Supervisor Email: 5pnamil@gmail.com

Essential Duties and Responsibilities: Translate marketing materials into spanish.

When spanish speakers are present ensure that information passed on is translated

Ensuring social media has translations

Perform duties as assigned. Provide a quick turn around on projects.

Attend scheduled meetings with supervisor.

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: working with various groups, community organizing, communicating with large groups, program organizing. Designing engaging marketing materials that convey the meaning in Spanish.

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

Critical Critical and Creative Thinking Skills

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

Intercultural Knowledge and Competence

Student employee articulate insights into their own cultural rules and biases.

Individual, Social, and Environmental Responsibility

Student employee 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: