



Marketing and Communications Assistant

FRIEDENS FOOD PANTRIES

Last Updated: 08/01/2023

Mission and Purpose

Friedens is a network of food pantries in Milwaukee nourishing the body, mind, and soul. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.

As the largest food center network in Milwaukee, Friedens is a stabilizing force in our neighborhoods. Through our programs we strive to leverage food to build relationships and address the holistic needs of community members. We envision a more equitable world where people have enough resources to thrive. We provide encouraging spaces to select and prepare free quality foods, and explore nutrition and wellbeing. The foods are thoughtfully sourced to offer options and reduce waste. We're always looking for valuable ways to love our community, which is why we go out of our way to meet people where they're at. When we join together, we are nourished and help each other grow.

As our food pantry network grows, so does our need to share our story! We are looking for a reliable individual to support, and continue growing our communications capacity. The Marketing and Communications Assistant works with all things social media, marketing, and communications at the organization. This individual would work under the Site Manager and Executive Director, but would also be responsible for tackling tasks independently. In the spring of 2024 Friedens is excited to be working on a rebranding project and the candidate would be a part of a non-profit brand rollout campaign.

Work Type: Part-time internship (8-10 hours per week)_

Term: September – End of Semester (with potential to stay on)

Wage: \$12.50/hour

Essential Duties and Responsibilities

1. Assist with writing, graphics, website, and photography as skill and interest allow
2. Create content for newsletters, Facebook, Instagram, and the Website
3. Collect stories and human interest pieces from our clients and volunteers
4. Conduct brand assessments with organization stakeholders
5. Attend bi-weekly social media meetings
6. Collect, review, and report on analytics
7. Assist as needed with tasks assigned by Executive Director

Required Knowledge, Skills and Abilities:

1. Comfortable using different social media platforms
2. Ability to learn the culture and language of our organization to effectively tell our stories
3. Excellent communication skills, including both speaking and writing
4. Ability to relate comfortably with people who work at and use our services
5. Comfortable using Microsoft Office and Google Suite applications, and communicating via email
6. Ability to work both with a team and independently.

Working Conditions

- Work Location: open office workspace with active team atmosphere.
- Physical Requirements: lifting 50 pounds or less, moving boxes or packages of food, loading/unloading a van, pushing a dolly, climbing stairs
- Equipment Used: computer, printer/copier, tablets, electric pallet jack