

Name of Organization:

Midwest Bikeshare, Inc.

Position Title:

Sponsorship Coordinator

Hourly Wage: \$16.63 per hour

Average Hours Per Week: 10

Length of internship in months: 9

Desired Work Schedule:

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

The work schedule can be very flexible.

Address:

161 W Wisconsin Ave
Suite 1115
Milwaukee, WI 53203

Supervisor Name: James Davies

Supervisor Phone Number: 262-880-7815

Supervisor Email: james@bublrbikes.org

Essential Duties and Responsibilities:

- Assist in the development of sponsorship materials.
- Assist in finding and following up with potential sponsors for bicycles, stations, app(s), and events.
- Help track and coordinate sponsorship opportunities with the Operations Team.
- Assist with customer service including answering questions about the bikeshare system, resolving payment processing issues, and refunding as appropriate.
- Help with social media including generating content, finding content to share, and scheduling posts on multiple platforms.
- Seek out grants and assist with applications.
- This position would be at least 90% on-site.
- A laptop would be provided.

Required Qualifications:

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Verbal Communication | <input type="checkbox"/> Presentation and Public Speaking Skills |
| <input checked="" type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input checked="" type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign) | <input checked="" type="checkbox"/> Flexibility/Adaptability/Creativity |
| <input type="checkbox"/> Detail Orientation | <input checked="" type="checkbox"/> Organizational Skills |
| <input checked="" type="checkbox"/> Initiative | <input checked="" type="checkbox"/> Customer Service Skills |
| <input checked="" type="checkbox"/> Written Communication | <input type="checkbox"/> Multi-tasking |
| <input checked="" type="checkbox"/> Ability to Work Independently | |
| <input checked="" type="checkbox"/> Ability to Work in a Team | |

Provide other required qualifications or information on this position:

Bublr is a Milwaukee-based, nonprofit bikeshare system working to deliver a sustainable, excellent bikeshare system for all. Transportation related emissions are the largest source of heat-trapping pollution in the US and the second largest source in Wisconsin. Transforming our transportation system is necessary to avoid the worst impacts of climate disruption.

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.

Critical 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.

Intercultural Knowledge and Competence

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

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:

The student will learn non-profit management skills. Strategies for finding and applying to grants. The student will learn about how transportation systems shape and impact many other social determinants of health.