



**COMMUNITY OUTREACH INTERN  
COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF WAUKESHA**

**Title:** Community Outreach Intern

**Reports to:** Small Business Program and Special Projects Coordinator

**Location/Dept:** Waukesha City Hall, Community Development Department

**Status:** \$10/hr. paid internship. Schedule is flexible. Intern would complete 10-20 hours per week M-F. Occasional evenings or weekend.

**Position Description:**

The Community Outreach Intern will assist the SB/SP Coordinator with development, communications, and planning for Community events as well as other varied special projects to enable more people to become more engaged in Downtown Waukesha and neighboring communities.

**General Responsibilities (to include, but not limited to):**

Outreach/Communications/Event Planning and Production

- Work with SB/SP Coordinator to assist in and implement outreach strategies that engage community groups and individuals.
- Work with SB/SP Coordinator to assist with city special projects.
- Assist with e-bulletin production
- Assist with web site updates
- Assist and assemble flyers and other outreach material for design and dispersal
- Assist with media releases. Helps ensure department events and calendar lists are included in appropriate area publications, online, and other.
- Help at any upcoming event and serve as a representative of the department at city events, and other community regional and partner outreach and educational events.
- Assist with volunteers, committee members, and partner communications.
- Other tasks and responsibilities as assigned

**Qualification:**

- Great communicator
- Experience in working with related organizations, participants, and general public.
- Ability to generate positive regard for the volunteer program among staff and volunteers.
- Ability to publicize and promote department and city events
- Demonstrate ability to think creatively.
- Strong organizational, communications, and problem solving skills.
- Strong written and verbal communication skills.
- Intermediate computer skills.



- Must have a satisfactory driving record and access to private transportation that meets state insurance requirements and vehicle safety standards.
- Able to take initiative and complete detailed tasks.
- Ability to be self-directed and perform responsibilities without close supervision.

**Benefits Offered:**

Internships are non-exempt positions and are not eligible for employee benefits.

**Please send cover letter and resume to:**

City of Waukesha  
Community Development Department  
201 Delafield Street, Room 200  
Waukesha, WI 53188

Questions? Contact **Sally Kahlfeldt** at [skahlfel@waukesha-wi.gov](mailto:skahlfel@waukesha-wi.gov) or 262.524.3749.