



**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 or 262.524.3749.