Communications Intern (Unpaid)

Milwaukee Riverkeeper® is a non-profit organization whose mission is to protect water quality and wildlife habitat, and to advocate for sound land use in the watersheds of the Milwaukee, Menomonee and Kinnickinnic rivers. We are the licensed Riverkeeper for these three watersheds. Established in 1995, the organization pursues its mission through citizen engagement, research and advocacy.

**Position:** Communications Intern

**Description:** Milwaukee Riverkeeper seeks an energetic, knowledgeable, self-starter to assist communications and outreach efforts. This seasonal, unpaid internship is an excellent opportunity to experience various aspects of communications responsibilities while working for well-known community based nonprofit organization.

**Responsibilities:**
- Create content for Milwaukee Riverkeeper’s social media presence, including creating facebook updates and events
- Assist in planning, writing, and managing content for Milwaukee Riverkeeper’s website and online newsletters
- Design flyers, graphics, invitations and other marketing material for major events hosted/attended by Milwaukee Riverkeeper
- Work with staff to distill technical information in an easy to understand way to the general public
- Draft, edit, and design regularly scheduled emails and help maintain the organization’s databases and listservs
- Help to write news stories, press releases, and other media alerts
- Assist the Communications Manager with communications strategies and tasks related to coalition efforts
- Prepare outreach materials for community engagement events for volunteers and/or other staff members
- Represent Milwaukee Riverkeeper at community events

**Qualifications**
The successful candidate for this internship opportunity will have the following qualifications:
● Excellent communication (written, oral, interpersonal) and organization skills.
● Knowledge of computers
● Experience with Microsoft Word Suite
● Understanding of various social media platforms
● Commitment to the environment

Applications will be accepted on a rolling basis. To apply please email your resume and cover letter to jobs@milwaukeeriverkeeper.org