



# CENTROLEGAL

## Public Relations and Events Intern

Gain experience in marketing, public relations, volunteer coordination and fundraising while working in a dynamic nonprofit environment!

**Position Type:** Part-time (10 to 15 hours per week)

**Work Schedule:** Week-days during office hours

**Wage/Salary:** \$7.00 - \$8.00 per hour

**Employment Start Date:** Immediately

**Location:** Centro Legal – 614 W. National Avenue, Milwaukee WI 53204

### Responsibilities will include:

- Creating Centro Legal's quarterly newsletter
- Communicating with local media to promote Centro Legal's events and programs
- Drafting and issuing press releases
- Preparing donor communications
- Planning and coordinating three fundraising events
- Preparing event print pieces and signage
- Attending event committee planning meetings
- Developing new ways to reach out to Centro Legal donors, supporters, and young professionals in the Milwaukee area
- Other clerical duties

### Qualifications:

- Excellent writing and communication skills;
- Strong computer skills (Word, Excel, PowerPoint, etc.);
- Graphic Design experience (Microsoft Publisher, Adobe InDesign, Photoshop);
- Spanish proficiency desirable, but not required
- Applicant must be able to work independently

### Application Instructions:

Email cover letter and resume to: [hramirez@centrolegalwisconsin.org](mailto:hramirez@centrolegalwisconsin.org)