

Hillel Milwaukee is seeking a Development /Event planner/Digital content intern for FALL 2019

Hillel Milwaukee is a non-profit 501c3 that serves the Jewish student population in the greater Milwaukee area. Although we reside on the edge of UWM's campus, we work with students from all area colleges and universities to help celebrate their Jewish heritage through leadership, faith celebration, Jewish exploration and Israel.

This November, we will hold our 2nd annual Game Night Friendraiser to raise funds to support our many programs and immersive trip experiences. We are seeking a bright, responsible, highly organized and dedicated individual to help with the logistics of planning a large scale community event.

In addition, individual will assist with other development tasks such as creation of fundraising appeals, database management, and social media outreach.

Must be proficient in Google Docs, Microsoft Word, and Excel. Must be proficient or eager to learn how to promote event through social media and comfortable writing content. Intern will be given lots of responsibility to help execute lots of small details needed to ensure successful event, so we are seeking a highly organized individual who is able to multi task and is a self starter. Will work in conjunction with Hillel staff, student volunteers and community volunteers. This is a great opportunity/resume builder for someone who is looking to work in the event planning and/or fundraising, non profit sector. Should intern prove to be a valuable asset to the team, there may be opportunity for ongoing employment up and above the CLIP intern hour maximum.

Interested candidates should contact Julie Schack, Executive Director directly at Julie@hillelmke.org.