



A proud partner of the **americanjobcenter** network

Summer Intern

Pay \$15.25 per hour / Up to 29 hours per week

Are you a recent High School graduate or currently attending trade, technical school, or college? Are you looking for a great opportunity to build your resume and give back to the community? **Then this is the opportunity for you! We are hiring Summer Interns for various departments at Employ Milwaukee!**

Some of your duties will include but not be limited to:

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars as needed.
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks

Do you have???

- ✓ Recently graduated from High School or currently attending college or trade school
- ✓ Ability to adapt in a fast-paced, changing environment.
- ✓ Ability to take directives from multiple individuals and can work as a team or independently.
- ✓ Excellent writing and computer skills
- ✓ Basic understanding of Microsoft Office Word, PowerPoint, and Excel.
- ✓ Strong organizational skills.
- ✓ Positive Attitude

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability to full-time employees**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

We have openings for interns in Finance/Accounting, Programs, Administration, Community Outreach, Compliance, and Planning Departments. Interns can start immediately

Send resume and salary requirements, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: **HR@employMilwaukee.org**

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org