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## Program Design Intern

Are you looking to help others succeed? Give back to the community? AND Impact the lives of Milwaukee's youth? Look no further! Employ Milwaukee wants YOU as our new Program Design Intern. Employ Milwaukee is looking for a Program Design Intern to assist with designing and delivering our Earn & Learn Summer Youth Employment Program.

Employ Milwaukee is the local non-profit workforce development board serving Milwaukee County. Our vision is to develop workforce solutions that promote regional economic growth and employment opportunities for all job seekers.

Our **EARN & LEARN** Summer Youth Employment Program provides youth and young adults an entry-level 6-to-8-week work opportunity. Young people earn a subsidized wage each week while developing work readiness skills, such as worksite communication, job punctuality, and other job-specific skills and abilities.

### What you will do as our Program Design Intern:

- Assist with Earn and Learn program process and completion
- Filing, data entry, retrieving phone messages, copying, sending faxes, and other office work
- Operate multi-line telephone console to receive incoming calls
- Collect and distribute faxes and messages
- Provides support for office professionals as required
- Assist with special projects as needed
- Work with nonprofit organizations in Milwaukee
- Perform other related duties as required or assigned to ensure the effective and efficient operation of the Program Design and Delivery department

### You'd be a perfect Program Design Intern if you are:

- Tech savvy and proficient in MS Word, Excel and PowerPoint
- Able to adapt in a fast-paced, changing environment
- Excellent in oral and written communication skills
- Able to take directives from multiple individuals and can work as a team or independently
- Great at establishing and maintaining effective working relationships with coworkers and clientele

### To Apply:

**Send resume, stating the position you are applying for, to:  
Human Resources**

Email: [HR@employmilwaukee.org](mailto:HR@employmilwaukee.org)

**Interviews may be conducted during the posting period**

**Employ Milwaukee is an Equal Opportunity Employer**

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