



## Nonprofit Management Internship

Victory Garden Initiative is a non-profit organization that builds communities who grow their own food as a way of life, creating a community-based, ecologically sustainable, socially just and nutritious food system for all. We are a small, dynamic and rapidly growing organization seeking the right team member to join us in changing Milwaukee's landscape into a lush, food-producing city.

### Position Description:

The Nonprofit Management intern supports the work of the Program and Operations Director by creating materials, performing organizational tasks, and implementing various aspects of best practices for managing nonprofit organizations with additional work and exposure to fund development and marketing.

**Reports to:** Programs and Operations Director

### Schedule and Duration:

Fall Internship	Spring Internship	Summer Internship
September 1 - December 31	January 1 - May 31	June 1 -August 30
10-15 hours/week	10-15 hours/week	10-15 hours/week
Schedule is determined by the Intern and Program and Operations Director at the time of hire.		

### Location:

1. Victory Garden Initiative Office - 249 E Concordia Ave, Milwaukee, WI 53212
2. Various outreach events across Milwaukee
3. Habitat for Humanity - 3726 N. Booth St. Milwaukee, WI 53212 (Spring Internship only)

### Learning Opportunities and Duties:

- Provide clerical support by preparing the annual report, corporate sponsorship mailings, marketing materials, financial and audit procedures and more.
- Supports program enrollment by creating and distributing appealing marketing brochures, posters, and other materials.
- Learns about all aspects of nonprofit organizations, assisting and supporting efforts to expand and streamline policies, procedures and activities, including grant writing, partnership communication, volunteer engagement, and more.
- Supports all communications, including, but not limited to our website, newsletter, twitter, facebook, instagram, mailings, and other avenues.
- Promote upcoming VGI events, classes and programs via social media, promotional materials, our website, and other creative, grassroots means.



## Qualifications:

- Excellent communication skills
- Ability to use Google and Microsoft Suites and other technology proficient
- Attention to detail
- Basic graphic design skills and familiarity with graphic design softwares
- Drivers license or ability to travel to and from work
- Keen sense of style, marketing, and public relationship helpful
- Prefer Marketing or Graphic Designer degrees
- Aptitude for detail management and commitment to deadlines
- Ability to balance multiple tasks and work independently
- Flexibility and adaptability
- Available ten to fifteen hours per week during 8:30-5:00 business hours
- Interest in food system issues
- Ability to work in a team and on your own

To apply: Please send cover letter, resume, and three references to [helpusgrow@victorygardeninitiative.org](mailto:helpusgrow@victorygardeninitiative.org) with the subject line: Internship Program - Marketing Intern. If possible, please combine into one PDF document.

Application Due Dates: **April 15** (Summer Internship), **August 30** (Fall Internship), **December 15** (Spring Internship)