



City of Milwaukee
Environmental Collaboration Office (ECO)

POSITION OPENING

[Milwaukee.gov/ECO](https://milkwaukee.gov/ECO)

Title: College Intern	Position: Full-time 20-40 hours per week flexible)
Report to: Alexis Laverdiere	Length of employment: 90 days
Division: Environmental Collaboration Office	Compensation: \$15.92/hour
Effective Date: Summer 2024	FLSA Status: exempt
Workplace: Hybrid (City Hall and in the community for events and outreach)	

SUMMARY:

The [Water Centric City Initiative](#) recognizes the importance of water as essential to a sustainable and resilient future. Water Centric Cities showcase leadership in managing natural water resource assets in a sustainable and resilient way. One principle of the initiative is Fishable, Swimmable Rivers and Water Bodies. As part of this effort, the City is a core organizing member of the [Plastic-Free MKE Coalition](#), which offers a Lake Friendly Business Program for restaurants and bars to reduce plastic use and switch to reusable and compostable alternatives. The primary purpose of the internship is to expand the outreach and adoption of the Lake Friendly Program, which aims to reduce plastic waste in the City of Milwaukee.

RESPONSIBILITIES:

The intern will respond to interest from the community about the Lake Friendly Business Program, as well as develop plans to spread awareness and reach more people. Plastic-Free MKE will provide training on how to carry out the Lake Friendly process from start to finish. In addition to outreach, the internship prioritizes developing communication materials for the program. Further, the intern will have the opportunity to attend weekly community events with the coalition to spread awareness about the mission and current work of the group.

In addition to working with Plastic-Free MKE, the intern will have the opportunity to learn about and work on several different ECO programs, which will rotate each month. A portion of their time will be spent performing marketing and other various projects related to the Milwaukee Shines, ECO Neighborhoods, Milwaukee Energy Efficiency, and Water Centric City programs. The intern will work under the supervision of Alexis Laverdiere, Environmental Sustainability Program Manager. Additional responsibilities include supporting tabling and other community outreach events for the Environmental Collaboration Office.

QUALIFICATIONS:

1. Must be a currently enrolled student pursuing a bachelor's or graduate degree in Political Science, Environmental Studies, Urban Planning, Public Affairs, Marketing, Advertising, Communications or Design; Junior or Senior status or grad school preferred.
2. Exceptional written and communication skills and ability to interact comfortably with a wide variety of audiences. Ability to tailor messaging to different audiences and platforms.
3. Demonstrated understanding of core public marketing and branding concepts.
4. Demonstrated experience with brand messaging, website content, and social media platforms such as Facebook, Instagram, and Twitter.
5. Strong proofreading skills; must be committed to accuracy.
6. Proficient skills in graphic design software, such as Adobe Creative Suite software or Canva, and Microsoft Office.
7. Ability to work independently and in collaboration with a team.
8. Education, work, or volunteer experience related to environmental studies is preferred but not required.
9. Fluency in Spanish is a plus.

Duties listed may vary in terms of relative importance, and others may be added or eliminated as this position develops. In addition, specific positions within this job title may have minor variations in duties.

Americans with Disability Act: All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.

The City of Milwaukee is committed to providing an environment that is free from discrimination and is dedicated to fostering a culture and atmosphere of mutual respect.

TO APPLY: Email a resume, cover letter, and work sample to Environmental Sustainability Program Manager Alexis Laverdiere at allaver@milwaukee.gov by **April 8, 2024**. The City of Milwaukee Environmental Collaboration Office (ECO) Spring Internship position provides up to 40 hours a week of paid work. Start date is flexible, but no later than June 12, 2024, with an anticipated end month of August 2024.