

## Sib Leader Internship Program

Part-time paid / Volunteer

Summer 2017

Job Title: WisconSibs intern

Geographic area: Northeast Wisconsin

Job Address/City: 211 E Franklin St., Appleton

Job State: Wisconsin

Website: <http://www.wisconsibs.org>



### Organization profile:

WisconSibs, Inc is dedicated to children, teens, and adults who have siblings with disabilities. We aim to help siblings feel less isolated and more empowered when it comes to unique issues they care about as siblings. Whether they are involved as a child, teen or adult, WisconSibs programs focus on siblings networking with others who share similar joys and concerns and connecting with sources of information they need in their unique roles.

### Job Overview:

WisconSibs is looking for an intern to help with building awareness of sibling issues and support WisconSibs programming in Northeast WI and throughout the state of Wisconsin.

### Job Description:

WisconSibs has an opportunity to help develop your communications, management, and leadership skills while working in a nonprofit setting. The duties and responsibilities of this job include:

- Carry out a content marketing strategy for ongoing WisconSibs programs, including writing newsletter articles, blog posts, informational flyers, brochures, resource fairs, etc.
- Shoot and edit short videos for Facebook and other uses
- Social media content development and analytics
- Develop and execute promotion for special events and fundraisers
- Update website (Wordpress), social media
- Help organize and execute Teen Sib Leadership program
- Update database and create reports
- Develop and analyze program evaluations
- Carry out tasks needed to execute Summer programs
- Develop and execute at least one event or campaign that advocates for the current concerns of siblings resulting in participation by siblings, family members, policy makers, service providers, or all of these.

### Job Qualifications:

- **This intern opportunity is open only to individuals who have a sibling with a disability, long-term illness, or mental health concern.**
- Must be a college Sophomore, Junior or Senior attending college for communications, PR, marketing, nonprofit management, education, or related human or social services field.
- Intern should be available to work 15 hours per week between the hours of 9 am – 4 pm. Some work will occur on weekends. Actual schedule is flexible.
- Experience with WisconSibs programs, especially Teen Leadership programs, preferred.
- Understand Microsoft suite and WordPress.
- Strong communications skills, both written and verbal.
- Transportation is responsibility of intern.

**Compensation:** \$10/hour up to 150 hours. Volunteer hours negotiable.

**How to apply:** Submit your resume and cover letter to Harriet Redman, Executive Director at [info@wisconsibs.org](mailto:info@wisconsibs.org). Please use the subject line WisconSibs Intern.