

Name of Organization:

Bridging Gaps to Greatness, Inc.

Position Title:

Program Intern

Hourly Wage: \$12.00

Average Hours Per Week: 10

Desired Work Schedule:

*(list ideal work days and times of the week for this position)*

Address:

The position(s) are virtual and take place at site locations across Milwaukee for events and other activities.

Supervisor Name: Patrice Biddle

Supervisor Phone Number: 414-736-2619

Supervisor Email: ynegroleaguebp@gmail.com

### Essential Duties and Responsibilities:

STEM Instructor- Engineering For Kids brings science, technology, engineering, and math (STEM) to preschool, elementary and middle school students in a fun and challenging way through classes, camps, clubs, and parties. If you are interested in and have experience with hands-on engineering, computer programming /Coding or Lego Robotics and enjoy working with children, then this is a great opportunity for you. Even if you have an interest in coding you don't have to have prior experience for the Girls Coding Club. Administrative assistant-, including secretaries, duties; type and prepare documents, schedule appointments, and maintain files. They answer phones and direct calls and assist with staff meetings. In some offices, they might handle fundamental bookkeeping tasks, and they might accept payment from clients and customers. Assist with preparing financial records, includes organizing and maintaining financial records, and ensuring statements are accurate. Research funding for our organization and an astute writer who knows how to properly appeal to the funding organizations board. Assist in the development of sales strategies and approaches, such as special promotions, sponsored events, etc. Maintains excellent relationships with clients through superior customer service.

### Required Qualifications:

Knowledge, Skills, and Abilities *(check all that apply)*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Verbal Communication            | <input type="checkbox"/> Presentation and Public Speaking Skills        |
| <input type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input checked="" type="checkbox"/> Problem Solving                     |
| <input type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign)   | <input checked="" type="checkbox"/> Flexibility/Adaptability/Creativity |
| <input checked="" type="checkbox"/> Detail Orientation              | <input checked="" type="checkbox"/> Organizational Skills               |
| <input checked="" type="checkbox"/> Initiative                      | <input checked="" type="checkbox"/> Customer Service Skills             |
| <input checked="" type="checkbox"/> Written Communication           | <input checked="" type="checkbox"/> Multi-tasking                       |
| <input checked="" type="checkbox"/> Ability to Work Independently   |   |
| <input checked="" type="checkbox"/> Ability to Work in a Team       |   |

Provide other required qualifications or information on this position:

Other responsibilities could include: **Social media & marketer**- engages activities like posting text and image updates, videos, and other content that drives audience engagement, as well as paid social media, advertising, and internet marketing that involves creating and sharing content on social media networks in order to achieve our marketing and branding goals. Graphic Designer who understands how to communicate brands visually and effectively. Use two or three-dimensional art to create visual concepts to design logos and layout designs for print and electronic media including websites, brochures, user interfaces, product labels, reports and advertisement. **Program development coordinators**-strategic planning and program expansion and lead the development and implementation of strategies to advance the Program Approach, and promote partnership through program development.

### **Skills/Experiences Gained from this Position:**

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

#### *Critical Critical and Creative Thinking Skills*

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

#### *Effective Communication Skills*

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

#### *Intercultural Knowledge and Competence*

- Student employee will be able to articulate insights into their own cultural rules and biases.

#### *Individual, Social, and Environmental Responsibility*

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position: