



Marketing and Communications Assistant

FRIEDENS FOOD PANTRIES

Last Updated: 06/24/2021

Mission and Purpose

Friedens is a network of food pantries in Milwaukee nourishing the body, mind, and soul. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.

As the largest food pantry network in Milwaukee, Friedens Food Pantries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the emergency food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity. We partner closely with StreetLife Communities, which is an organization dedicated to providing outreach and support to individuals experiencing homelessness.

As our food pantry network grows, so does our need to share our story! We are looking for a reliable individual to support, and continue growing our communications capacity. The Marketing and Communications Manager assists with all things social media, marketing, and communications at the organization. This individual would work under the Site Manager and Executive Director, but would also be responsible for tackling tasks independently.

Work Type: Part-time internship (8-10 hours per week)_

Term: September 2021 – End of Semester (with potential to stay on)

Wage: \$12.50/hour

Essential Duties and Responsibilities

1. Assist with writing, graphics, website, and photography as skill and interest allow
2. Create content for newsletters, Facebook, Instagram, and the Website
3. Collect stories and human interest pieces from our clients and volunteers
4. Conduct brand assessments with organization stakeholders
5. Attend bi-weekly social media meetings on Monday afternoons
6. Collect, review, and report on analytics
7. Assist as needed with tasks assigned by Executive Director

Required Knowledge, Skills and Abilities:

1. Comfortable using different social media platforms



2. Ability to learn the culture and language of our organization to effectively tell our stories
3. Excellent communication skills, including both speaking and writing
4. Ability to relate comfortably with people who work at and use our services
5. Comfortable using Microsoft Office applications and communicating via email
6. Ability to work both with a team and independently.

Working Conditions

- Work Location: open office workspace with active team atmosphere.
- Physical Requirements: lifting 50 pounds or less, moving boxes or packages of food, loading/unloading a van, pushing a dolly, climbing stairs
- Equipment Used: computer, printer/copier, tablets, electric pallet jack