

**Professional Fire Fighters of Wisconsin
Charitable Foundation**



October 11th, 2021

Internship Opportunity • Communications & Marketing Intern • \$15.00 per hour

Summary

ORGANIZATION

The Professional Fire Fighters of Wisconsin Charitable Foundation is a 501(c)(3) public charity. The mission of the Professional Fire Fighters of Wisconsin Charitable Foundation (PFFWCF) is to champion community risk reduction initiatives; promote fire safety and prevention; and deliver meaningful support to burn survivors, fire fighters and communities.

POSITION

The PFFWCF is growing and seeking a qualified individual to grow with us. The Board of Directors and Executive Director are looking for a mission-focused, strategic, and process-minded leader with a thirst for growing their knowledge and experience among a group of diverse and talented individuals.

The intern must be a leader who is able to help others at the PFFWCF deliver measurable results that make an impact on our mission and the people we serve. Importantly, the successful candidate will share our core values of public service, dedication, compassion, and courage, as well as have the skills and personal confidence to work efficiently and effectively both independently and with a team.

RESPONSIBILITIES SUMMARY

As a growing non-profit with limited staff, the successful candidate will be responsible for a multitude of communications and marketing projects including social media management, graphic design, monthly communications, event planning, and donor relations, to name a few. Reporting directly to the Executive Director, the responsibilities mainly consist of communications and marketing, but there are also general and administrative, programming, and other duties as assigned. This is a paid internship position with flexible hours that can average up to 20 hours per week over each semester. Our normal office hours are 8:30 am to 4:30 pm Monday through Friday, with some nights and weekends required.

KEY QUALIFICATIONS SUMMARY

As a prerequisite, the successful hire must believe in the core values (see above) of the PFFWCF and be driven by our cause and programming. The hire should demonstrate a passion for breaking new ground to impact our mission and the people we serve. Beyond that, we are seeking a candidate who wants to increase their knowledge, experience, and abilities to both lead and build the capabilities of a driven, bright, and diverse team. Additional consideration will be given to someone interested in a non-profit career.

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to grow and assume a pivotal role in the evolution of a fast growing, highly respected nonprofit. We are seeking an individual of outstanding quality with a respected track record. The PFFWCF is offering this experience as a \$15.00 per hour internship.

APPLICATION PROCEDURE

To apply, please email a letter of interest and resume to Mike@pffwcf.org and include "PFFWCF INTERN" in the subject line. If you have any questions, feel free to contact us at (608) 630-8440. Thank you for your time and consideration of this opportunity.