



Summer Education Intern
Reports to: Director of Education
Time commitment: 15-20 hours/week
Hybrid work available

The Nathan and Esther Pelz Holocaust Education Resource Center (HERC) is looking for a summer intern to assist in the management of their summer professional development programs. The intern must be organized and self-sufficient.

Responsibilities:

The intern will be responsible for managing our summer professional development schedule, making sure that all preparations are completed in a timely manner. Preparations include handling registration lists, building binders, booking hotels, and creating padlets. After workshops, the intern will be responsible for following up with the educators.

Additional responsibilities may include fundraising and program research.

Qualifications:

- I. Highly organized
- II. Ability to juggle multiple tasks
- III. Currently enrolled in an undergraduate or graduate program

A stipend will be awarded at the conclusion of this 3-month internship.

Interested applicants should submit a resume and cover letter to Sam Goldberg at SamG@MilwaukeeJewish.org.