

A PROGRAM OF THE MILWAUKEE JEWISH FEDERATION



## Marketing Content Internship

The Nathan and Esther Pelz Holocaust Education Resource Center (HERC)

### About HERC

The Holocaust Education Resource Center (HERC) educates students, teachers, and communities about the Holocaust as both a genocide and a warning of the dangers of unchecked hatred and antisemitism. By exploring the atrocities of the Holocaust and the evolving manifestations of antisemitism, we inspire future generations to challenge ignorance and combat all forms of hate.

HERC is a program of the Milwaukee Jewish Federation.

### OUR IMPACT

**348,330 Impact through HERC's digital content**

**263,550 Student impacted**

**1,506 Educators trained through HERC's workshops**

### About This Role

The Marketing Content Intern will take on the behind-the-scenes work that is absolutely essential to how HERC tells its story. If you are someone who takes pride in doing careful, thorough work and finds satisfaction in bringing order and clarity to complex materials, this role was made for you.

Working directly under HERC's Marketing Manager, you will spend your time organizing and cataloging our image and digital asset library, archiving and maintaining marketing content, and proofreading materials to ensure accuracy and consistency across all communications. This work is detailed, deliberate, and deeply important to our ability to move forward as an organization.

## You're a Great Fit If You:

- Are highly organized and detail-oriented
- Take ownership of tasks and follow through completely
- Are comfortable with independent, focused work
- Have a genuine interest in Holocaust education and nonprofit mission-driven work

## Qualifications

- Currently enrolled in an undergraduate or graduate program, preferably in Marketing, Communications, English, History, or a related field
- Strong written communication and proofreading skills
- Proficiency in Microsoft Office or Google Workspace
- Ability to work independently and manage time effectively in an in-person setting

## Work Environment & Physical Demands

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation, and moderate noise levels. Some work may be conducted offsite at event venues or community settings.

This role frequently uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily an active role, requiring the ability to lift and/or move 25-30 pounds, usually waist high.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

## Position Details

- In-person, Milwaukee, WI
- This position includes a stipend awarded upon successful completion of the internship
- 10-15 hours a week
- Reports directly to the Marketing Manager

## ToApply

Please send your resume and a brief cover letter expressing your interest to [saras@milwaukeejewish.org](mailto:saras@milwaukeejewish.org). **Resumes that do not include a cover letter will not be considered.**

## **About the Organization**

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to care for the needs of the Jewish people and to build a vibrant Jewish community in Milwaukee, in Israel and around the world. Learn more about the Milwaukee Jewish Federation at [MilwaukeeJewish.org](http://MilwaukeeJewish.org).

## **Equal Employment Opportunity**

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.