



POSITION DESCRIPTION

COMMUNICATIONS & EVENTS ASSISTANT

Want to help build Wisconsin's clean energy future? RENEW Wisconsin seeks a motivated individual to support events and communications in order to build a stronger, healthier, more vibrant Wisconsin through the advancement of renewable energy.

Successful candidates will have:

- experience in event management and planning
- outstanding written and verbal communication skills
- solid design skills (Adobe Creative Suite, Canva)
- the ability to work efficiently on a variety of tasks

Additional qualifications include excellent time management skills; organized and detail-oriented work style; comfort learning new software applications; demonstrated interest in clean energy; and a willingness to complete even the smallest tasks to help make our events and communications the best they can be.

This role will provide support to the Communications Director. Duties include, but are not limited to: event planning assistance; creation of print and digital marketing pieces; copywriting, editing, and proofreading; social media marketing; website updates; email marketing; and other tasks as assigned.

This position is a great resume builder for recent or upcoming graduates seeking a job in communications, environmental advocacy work, marketing, or general work with nonprofits.

This position is approximately 20 hours per week beginning ASAP and based in Madison, WI. Hours can be flexible but consistent, with occasional evening and weekend hours required to support events. Compensation is \$15-18 per hour, commensurate with experience.

To apply, please submit a letter of interest, resume, and samples of your design and/or communications work via email to Jodi Jean Amble (jodi@renewwisconsin.org). **Deadline:** Friday, July 9, 2021

About RENEW Wisconsin

RENEW Wisconsin is a 501c3 nonprofit organization that promotes renewable energy in Wisconsin. We work on policies and programs that expand solar power, wind power, biogas, local hydropower, geothermal energy, and electric vehicles. RENEW Wisconsin is an equal opportunity employer.

www.renewwisconsin.org