



**Title:** Program Intern

**Hours:** 5-15 hours per week

**Location:** 731 N. Jackson Street, Suite 405, Milwaukee

**Job Overview:**

As the Program Intern, you will be joining the Prevent Blindness Wisconsin Program Team and will work with staff to support statewide vision screenings programs and public health education. This position offers hands-on experience in many areas of nonprofit programming including: data entry, client rapport, partner relationships and more.

**Potential Tasks Include:**

- Contacting families of children referred from vision screenings
- Contacting schools, determining interest, and scheduling vision screenings
- Participate in vision screening training and certification provided by Prevent Blindness Wisconsin
- Reporting results using Prevent Blindness Wisconsin's data entry system
- Assisting with follow-up of children referred
- Assist with contacting clients of our Vision Care Voucher program and assisting them through the voucher process
- Assist with agency mailings and other office work
- Work with school nurses and doctors to maintain accurate resource information

**Minimum Skills/Qualifications:**

- Interest in gaining professional experience in a health-oriented nonprofit agency
- Strong communication, organizational, and computer skills
- Ability to work independently

**To Apply:** Email a resume to Breanna Reckamp at [Breanna@pbwi.org](mailto:Breanna@pbwi.org)