



**Title: TEMPO Graphic Design & Content Intern – Summer 2026**

**Type: Internship**

**Class: Part-time**

**Date: 3/25/26**

**City, State: Milwaukee, WI**

**Overview:** In 1975, most women, regardless of talent, competence or position were kept outside of the city's power structure. On February 6, 1975, a handful of enterprising women set out to change the landscape for women. They gathered to participate in the first TEMPO Business and Professional Women's Club of Milwaukee, Wisconsin which has grown and evolved into what is known today as TEMPO. The hope of the founding members was to create a society where women hold an equal place in leadership, policy, and decision making. The organization has remained true to its foundational mission and continues to evolve as the business landscape in Milwaukee changes, in alignment with the core competencies of Leadership, Mentoring and Networking.

Today, TEMPO is the largest professional women's group in Wisconsin, composed of nearly 800 executive and Emerging Women Leaders representing diverse industries, functions and companies from throughout the Milwaukee area and Southeastern Wisconsin. The purpose of TEMPO is to provide members with opportunities to network with leaders and future leaders, to enhance our members' awareness of issues and trends having an impact on Milwaukee, and to promote the active contribution of TEMPO whose presence is essential to the future success of the Milwaukee business community. TEMPO serves its membership and the community through educational programming, networking opportunities, relationship building, and mentoring, with the goal of empowering women to achieve and sustain leadership roles.

**Mission:** To further the impact of women leaders in our community.

**Vision:** A society where women hold an equal place in leadership, policy and decision-making.

**Website:** [www.tempomilwaukee.org](http://www.tempomilwaukee.org)

**Summary:** The **TEMPO Graphic Design & Content Intern** is an incoming college junior or senior pursuing a degree in graphic design, communications, marketing, journalism, or a related field. The right candidate is a creative thinker with strong design sensibilities, sharp writing skills, and an eye for detail. This individual can juggle multiple projects and deadlines under the supervision and direction of the full TEMPO team. This individual is eager to gain hands-on experience creating digital content and supporting brand storytelling for a dynamic nonprofit organization. The intern will play an active role in designing social media graphics, developing written content, and maintaining brand consistency across platforms. The ideal candidate is proficient in Canva and/or Adobe Illustrator, enjoys working both independently and collaboratively, and is excited to bring ideas to life visually and through written content. This role will also support event-related branding, contributing to the visual identity of TEMPO's programs and initiatives. With excellent communication skills and a professional presence, s/he welcomes the opportunity to interact with TEMPO members (800+ of Milwaukee's highest caliber professional women from more than 200 area companies).

The candidate must have availability for a fully in-person position at TEMPO's downtown office, 30 hours/week during regular office hours (8:30 a.m. to 5 p.m.) Monday-Thursday, and during events that occur outside of these hours as agreed upon (some mornings, and evenings). We will work with the intern to set a schedule and divide up the 30 hours each week.

The internship runs throughout the summer months (May through August) with an end date to be discussed.

**Description:**

- Design engaging social media graphics and visual content using Canva or Adobe Suite.
- Assist in developing and maintaining TEMPO's visual brand across platforms.
- Draft and edit social media monthly content calendar for Facebook, Instagram, and LinkedIn
- Social media content scheduling and tracking on the organization's Facebook, Instagram, and LinkedIn channels.
- Social media efforts during events (Instagram story updates, documenting event highlights and key moments for recaps, photo albums, etc.)
- Internal message scheduling through the organization's internal member database system.
- Schedule and assist in drafting various communications pieces (i.e. newsletters, surveys, etc.).
- Manage online event registration platforms, including form creation and event page setup
- Update external website content and internal member database as needed, including event registration pages, forms, and reminder communications.
- Assist the full TEMPO team as needed on ad hoc projects and events.
- Start Date: May 1, 2026

**Qualifications:**

- Enrolled in incoming junior or senior-year of college with completed coursework in graphic design, communications, marketing, journalism, or a related field.
- Excellent written, verbal and interpersonal skills.
- Professional/polished demeanor.
- Proficient usage of social media channels: Facebook, Instagram, and LinkedIn and scheduling tools.
- Proficient in Microsoft Office suite of programs (Outlook, Word, Excel, Powerpoint), Canva, Dropbox, and Zoom.
- Strong organizational and time management skills with the ability to manage multiple projects and competing deadlines
- Attention to detail and high standards for producing accurate and quality work.
- Interest working in a small office environment where a dynamic, problem-solver, motivated personality is required.
- In-person availability during regular office hours (8:30 a.m. to 5:00 p.m.) Monday-Thursday as well as at scheduled events outside of these hours as agreed upon.
- We will work with the intern to set a schedule and divide up the 30 hours each week.

**Compensation & Benefits:**

- **\$15/hour**
- We are happy to work with the candidate's educational institution for college credit if applicable.

Click [here](#) to apply!