



Clean Lakes Alliance - Marketing & Graphic Design Internship

Clean Lakes Alliance is looking for an energetic and outgoing intern looking to develop a career in marketing, graphic design, or event planning as a **Marketing & Graphic Design Intern**.

Interns work closely with Clean Lakes Alliance professional staff to execute major campaigns, programs and events. Interns will develop an understanding of the Yahara Watershed and support our work to protect water quality in lakes Mendota, Monona, Wingra, Waubesa, and Kegonsa.

In addition, interns may interact with our business, government and non-profit partners, sit in on community meetings, and support out-of-office events like our lake science café, fundraising events, volunteer monitoring program, and corporate lakeshore volunteer days.

To apply, please send a resume and letter of interest to internships@cleanlakesalliance.org. Please see cleanlakesalliance.org/internships for application deadlines for fall, spring and summer semesters. Depending on openings, we may also accept prospective interns on a rolling basis.

About Clean Lakes Alliance

Clean Lakes Alliance is a 501(c)3 non-profit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River watershed. Working closely with government agencies, residents, farmers and local businesses, we envision a future in which everyone sees our lakes as the center of the community.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all backgrounds to apply. To learn more about our work and values, please visit cleanlakesalliance.org.

Primary Duties and Responsibilities

- Assist with marketing, branding and event planning through idea contribution, organization, record keeping, on-site marketing and graphic design
- Assist at events through setup, marketing implementation, and relationship building
- Assist with spreadsheets, data mining, and sell sheet creation
- Assemble and design reports by compiling, consolidating, and summarizing information, graphs and tables
- Create presentations, stationery, brochures, and additional marketing materials
- Assist with email marketing through campaign development, content and graphic design

Preferred Skills and Experience

- Preferred marketing or business related education or experience
- Preferred graphic design experience or aspires to learn
- Experienced Adobe Photoshop, Illustrator, and InDesign user
- Skilled Microsoft Office user (pivot tables, functions, data manipulation)
- Skilled Google Docs user

- Strong organization and communication skills

Work Environment and Hours

- 8-16 hours per week with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events.
- Availability for 3-4 hour minimum work shifts desired
- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of watershed programming and engagement events.

Compensation and Benefits

This position is unpaid or for-credit, with the potential to move into a paid position on a performance or as-needed basis. Please work with your academic advisor to set up any class-credit arrangements.

Job Location

Verex Plaza: 150 East Gilman Street, Suite 2600 Madison, Wisconsin
On bus line and short walk or bike ride from UW-Madison campus.