



Clean Lakes Alliance – Program & Outreach Internship

Clean Lakes Alliance is looking for an energetic and outgoing **Program & Outreach intern**.

On a daily basis, Program & Outreach interns may coordinate general administrative and development projects, assist with promotion and planning for outreach and fundraising events, or conduct online research. Applicants with specific interest areas or skills may assist staff on communications, web, design, development, or program management projects.

Our interns work closely with our professional staff to help execute major campaigns and events. Interns develop an understanding of our work to protect water in lakes Mendota, Monona, Wingra, Waubesa, and Kegonsa, in order to communicate our message to our donors and friends.

Interns may also 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

The Program & Outreach intern will provide logistic and administrative support for our work, including but not limited to:

- Writing and editing event outreach materials
- Assist in the planning, organization, and preparation for events
- Provide logistic support at the event
- Assist in special in-office projects
- Contribute to web and print projects

Preferred Skills

- Strong computer skills with Microsoft Office programs (Word, Excel, PowerPoint)
- Strong organizational and communication skills
- Experience working with the business community
- An interest in protecting local lakes and waterways

Required Experience

- Currently pursuing a bachelor's degree
- Experience with environmental studies a plus
- Experience with non-profit work or other related field a plus

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.