



madisonenvironmental.com

**Madison Environmental Group, LLC**  
1914 Monroe Street, Suite 101  
Madison, WI 53711  
608.280.0800 phone

## EnAct Intern Position(s) Description

---

Madison Environmental Group, LLC is an interdisciplinary, team oriented research and consulting firm. We assist clients and communities to *Build Green, Work Green* and *Live Green* with innovative resource and cost saving solutions.

### Job Description

The EnAct Intern(s) will help us promote and facilitate sustainable living through our *EnAct: Steps to Greener Living Program* (enactwi.org). This is an excellent opportunity for an individual who is interested in community-based social media, volunteer and event coordination, environmental education and marketing.

This position requires the intern to be a strong communicator, professional and creative. We are passionate about building an accessible, content-rich, action-oriented, community-based program dedicated to helping individuals and groups embrace a more sustainable lifestyle.

### Duties include:

- Support outreach efforts including event and volunteer coordination, exhibiting, EnAct orientations and presentations
- Social Media management and blog upkeep
- Recruit EnAct participants
- Survey and database management
- Assist with development of EnAct promotional materials
- Update and maintain web-based content management system
- Assist with community marketing/sales for EnAct book
- Other activities, as assigned, to further the EnAct program objectives of Madison Environmental Group, LLC

### Desired Qualifications:

- Knowledge of and passion for sustainability and environmental conservation
- Excellent written and oral communication, organizational and interpersonal skills
- Marketing experience
- Outgoing personality, comfortable in front of small crowds and networking events
- Preference given to applicants with experience in Adobe, graphic design, or website editing

### Logistics

- This is an unpaid internship at 8-10 hrs/week
- One to multiple semesters available

### To Apply

To apply, email a resume and cover letter to Jessi Claringbole at [jessi.claringbole@madisonenvironmental.com](mailto:jessi.claringbole@madisonenvironmental.com)