

EnAct Intern

Madison Environmental Group, Inc. is an interdisciplinary, team oriented research and consulting firm. We help clients and communities to create economic advantage and reduce environmental impact through sustainable building and operations.

Job Description

We seek a part-time EnAct intern to assist in day to day operations of the program. Duties will pertain to outreach, program development (especially with younger ages), light graphic design, and marketing. Help is also needed keeping our blog updated at www.enactwi.wordpress.com and managing our member database. Preferred candidate is attentive to details, independent, a good communicator, and has a talent for designing and writing eye-catching, professional-looking outreach materials. Environmental education or experience in elementary aged children a plus.

Require 6-8 hours a week; flexible any time Mondays to Fridays during business hours. Ideal candidates would intern through the spring semester.

Responsibilities include:

- Design outreach materials, such as posters and brochures
- Update and maintain website content (text, images, links)
- Create new materials and pages on websites
- Participation at outreach events.
- Database management.
- Updating our blog and twitter account.

Qualifications:

- Experience in Microsoft office and blog updates. Preferred experience in CMS or CMS Made Simple, Dreamweaver, Photoshop/Illustrator and InDesign
- Good writing and communication skills
- Ability to find creative solutions
- Interest in sustainability issues

Additional information:

- This is an unpaid internship. However, a stipend may be awarded upon successful completion of the internship.

To apply:

- Email a resume, cover letter, and two references to: [Kayla Baake](#)