

Events 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 Event intern to assist in upcoming spring events. Duties will pertain to event planning and execution, and marketing. Preferred candidate is attentive to details, independent, a good communicator, and is comfortable with small scale public speaking. Prior event planning experience a plus.

Require a varying 6-8 hours a week, depending on event; flexible any time Mondays to Fridays during business hours for planning portion. Occasional nights/weekends for events. Two required dates are March 22 and April 21. Workload would be mostly from late February to late April.

Responsibilities include:

- Design marketing materials, such as posters and brochures
- Event planning
- Communication between participating parties
- Participation in events and tabling at expos

Qualifications:

- Experience in Microsoft office. 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](#)