



**Madison Environmental Group, Inc.**  
25 North Pinckney  
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Madison, WI 53703  
608.280.0800 phone  
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## Web Design Intern Position Available

Deadline for Application June 12, 2008

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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 are looking for a Web Design or Graphic Design Intern to help us enhance the look and capabilities of our new website. This is an excellent opportunity for an individual who is building his or her design portfolio and wants to get some real-world experience.

The position requires the Intern to be fast-working, professional and attentive to details. We are passionate about building a user-friendly, content-rich website employing the latest in web applications (including social media).

### Duties will include:

- Updating and maintaining our company website
- Working with the web development company to implement new ideas
- Integrating social media and video elements
- A keen eye for composition and design as well as best practices for web development
- Training staff to maintain and update the site
- Archiving printed and digital media
- Other activities, as assigned, to further the marketing objectives of Madison Environmental Group, Inc.
- Miscellaneous office duties, such as fielding phone calls and scheduling appointments

### Desired Qualifications:

- Current, successful undergraduate or graduate student in marketing, graphics and/or web design
- Working knowledge of HTML code
- Knowledge of social media applications and how to integrate them into an online marketing strategy
- Effective written and oral communication, organizational, and interpersonal skills
- The ability see a project through to completion
- Strong research, analytical, writing, and verbal skills
- Enjoy working independently with some degree of flexibility
- Demonstrable passion for the environment and sustainable living

### Logistics

- This is an unpaid internship. A stipend may be awarded upon successful completion of the internship. Find out if you're eligible for supplemental grant funding or receiving course credit for this work.
- Minimum of 8 hrs/week in Madison Environmental Group's office on the Capitol Square.
- This is a one year internship. Semester-length appointments may be considered.

#### To Apply

To apply, email a resume and cover letter to Karen Hitchcock, Marketing Manager, [karen.hitchcock@madisonenvironmental.com](mailto:karen.hitchcock@madisonenvironmental.com). Resumes will be accepted until **June 12, 2009** (or until position is filled). Please send the cover letter and resume as an attachment. In your cover letter, highlight aspects of your experience and interests that are relevant for this position.

#### About Madison Environmental Group, Inc.

Madison Environmental Group, Inc. is an interdisciplinary consulting firm assisting businesses and individuals with innovative resource and cost saving solutions that contribute to a healthy community and environment.

#### About EnAct

EnAct is a sustainable living outreach program offered throughout Wisconsin by Madison Environmental Group, Inc. With access to a wealth of guidance and resources – staff expertise, an interactive website, and a new edition of the program guidebook, *EnAct Steps to Greener Living* – individuals or self-directed teams take steps to: conserve energy, waste less, conserve water, drive less and eat well.