



Madison Environmental Group, Inc.
25 North Pinckney
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EnAct Intern Position Description

2010-2011

Madison Environmental Group, Inc. is an interdisciplinary, team oriented research and consulting firm. We assist clients and communities to *Build Green* and *Live Green* – creating economic advantage and reducing environmental impact.

Job Description

The EnAct Marketing Intern will help us promote and facilitate sustainable living through our EnAct: Steps to Greener Living Program. This is an excellent opportunity for an individual who is interested in community-based social marketing, volunteer and event coordination and environmental education and wants to get some real-world experience.

The position requires the Intern to be a strong communicator, professional and attentive to details. 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.
- Recruit EnAct participants
- Survey and database management
- Assist with development of EnAct promotional materials.
- Update and maintain web-based content management system.
- Other activities, as assigned, to further the EnAct program objectives of Madison Environmental Group, Inc.

Desired Qualifications:

- Knowledge and passion for sustainability and environmental conservation.
- Excellent communication skills.
- Outgoing personality.
- Knowledge of Adobe, Microsoft Office.
- Web skills a plus.

Logistics

- This is an unpaid internship at 10 – 15 hrs/week. However, a \$500 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.
- Our ideal candidate can intern for both fall and spring semesters

To Apply

To apply, email a resume and cover letter to [Anne Nardi](#). Please cc [Sonya Newenhouse](#) on all applications.