



Madison Environmental Group, Inc.
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EnAct Marketing Intern Position Description

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, and presentations.
- A keen eye for composition and design as well as best practices for web development
- Assist with facilitating volunteer orientations.
- Assist with development of EnAct promotional materials.
- Updating and maintaining web-based content management system.
- Other activities, as assigned, to further the EnAct program objectives of Madison Environmental Group, Inc.
- Miscellaneous office duties, such as fielding phone calls and scheduling.

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.

To Apply

To apply, email a resume and cover letter to Anne Nardi at anne.nardi@madisonenvironmental.com. Please cc Sonya Newenhouse at sonya@madisonenvironmental.com.