



**Madison Environmental Group, Inc.**  
25 North Pinckney  
P.O. Box 1607  
Madison, WI 53703  
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## **EnAct Marketing Intern Position Description**

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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](mailto:anne.nardi@madisonenvironmental.com). Please cc Sonya Newenhouse at [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com).