

Graphic Design 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 graphic designer and web site maintenance intern looking to build their portfolio. Assistance needed with graphic design tasks and management of web presence at: www.madisonenvironmental.com and www.enactwi.org, plus a blog at www.enactwi.wordpress.com. Preferred candidate is attentive to details, a strong organizer, a good communicator, and has a talent for designing eye-catching, professional-looking outreach materials.

Require 4-8 hours a week; flexible any time Mondays to Fridays during business hours.

Responsibilities include:

- Design outreach materials, such as posters and brochures
- Update and maintain website content (text, images, links)
- Create new materials and pages on websites
- Redesign aspects of websites, as needed
- Work with web hosting companies to deal with occasional maintenance, renewals, etc.

Qualifications:

- Some experience on all or most of the following software: 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: [Maria Sadowski](mailto:maria.sadowski@madisonenvironmental.com).