



**Madison Environmental Group, Inc.**  
25 North Pinckney  
P.O. Box 1607  
Madison, WI 53703  
608.280.0800 phone  
608.280.8108 fax  
meg@madisonenvironmental.com

## **Intern Position Available**

**Deadline for Application Feb. 5, 2008**

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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**

We are looking for an intern to work in our EnAct program. EnAct, one of Madison Environmental Group's *Live Green* programs, is a free sustainable living program that operates throughout Dane County. EnAct sets up Environmental Action Teams in neighborhoods, offices and communities of faith. Teams consist of 5 -10 people who meet every 2-3 weeks for a total of 8 meetings. We have developed a discussion guide that is loaded with local resources and hands-on activities along with ideas for reducing solid waste, saving energy and water, and making more environmentally sound transportation and food choices. Participants focus on making changes in their habits and measure the positive results of changes made in their homes. EnAct staff tracks the total results to demonstrate how individual actions can add up to make a big difference in the world. Please see [www.enactwi.org](http://www.enactwi.org) for more program details and to view the participant guide.

EnAct is now expanding our program to the rest of Wisconsin. We're developing a new book, *EnAct Steps to Greener Living*, which will be distributed throughout Wisconsin this spring. This book includes current and relevant information about environmental issues in Wisconsin, while incorporating a wealth of resources and action steps from our original discussion guide.

The internship will involve working with the Madison Environmental Group staff to help start and manage EnAct teams throughout Dane County and develop the new EnAct book. The position will include relevant training and require a combination of office work and attending outside meetings and events.

### Typical duties will include:

- Leading and managing EnAct teams
- Attending community events to promote EnAct
- Collecting and managing survey data
- Community organizing
- Collecting and editing resources and facts for the new EnAct book
- Researching sustainable living issues
- Opportunities to be involved with other Madison Environmental Group projects

### Desired Qualifications:

- Effective written and oral communication, organizational, and interpersonal skills
- Experience in leading groups or public speaking
- Demonstrable passion for the environment and sustainable living
- Background, coursework, or certificate in environmental studies
- Strong research, analytical, writing, and verbal skills

- Ability to communicate complex subjects or procedures simply
- Enjoy working independently with some degree of flexibility

### **Job Significance**

We believe that solving our current environmental problems will take more than technology. The solution must also come from changes in our behavior, our habits, and our communities. By working on the ground to form teams in neighborhoods, workplaces, and communities of faith, EnAct is facilitating those changes. Person by person, team by team, we are providing the information, resources, motivation, and support for people who would like to embrace sustainable solutions. This internship is an opportunity to be part of this important work of laying the foundation for a sustainable future.

### **Logistics**

- This internship is unpaid. Find out if you're eligible for supplemental grant funding or receiving course credit for this work.
- Minimum of 8 hrs/week. Time will be split between work in Madison Environmental Group's office on the Capitol Square, and outreach at events and meetings throughout Madison.
- Optimally, the internship will last one year.

### **To Apply**

To apply, email a resume and cover letter to [nicole.craig@madisonenvrionmental.com](mailto:nicole.craig@madisonenvrionmental.com). Resumes will be accepted until **February 5**. 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.

**Woman Owned:** Madison Environmental Group is a registered Woman Owned Business.

**Track Record:** Madison Environmental Group is currently providing its green suite of services in Madison and other regions of Wisconsin for the following clients: The Alexander Company, The Fiore Companies, RenewAire, Department of Natural Resources, Dane County Clean Air Coalition, City of Madison, J.H. Findorff & Son, Potter Lawson, Organic Valley, Fairmount Minerals, Marshall Erdman, St. Mary's Hospital, and Beloit College. We have also produced quantified results with our Live Green programs: EnAct ([www.enactwi.org](http://www.enactwi.org)) and Car-Free Challenge.

**Hands-on Experience:** Madison Environmental Group has first-hand experience using green building principles on a tight budget. We have completed a green renovation of the Crescent Building, our home on the Capitol Square, resulting in reduced operating expense.

**Find Out More:** Visit our website ([www.madisonenvironmental.com](http://www.madisonenvironmental.com)) or drop by the Crescent Building (25 N. Pinckney) above L'Etoile to see Madison Environmental Group's green renovations.