



Clean Lakes Alliance - Government & Policy Internship

Looking to broaden your skill set and build your resume? Our **Government and Policy interns** work closely with professional staff to support Clean Lakes Alliance's watershed policy efforts.

On a daily basis, interns will help professional staff coordinate issues to support the work of the Clean Lakes Alliance Economic Impact and Policy Committee and pursue and manage grants to support our watershed water quality goals. The committee focuses on identifying and providing guidance on policy issues related to improving the water quality and needs of the lakes while considering the intrinsic and extrinsic value of our area lakes to the greater Dane County community.

Applicants with specific interest areas or skills may assist executive and professional staff on policy communications, grant management, or program management projects. Interns may also interact with our business, government and non-profit partners, sit in on community meetings, and support out-of-office events like our lake science café, fundraising events, volunteer monitoring program, and *Renew the Blue* volunteer days.

To apply, please send a resume and letter of interest to internships@cleanlakesalliance.org. Please see cleanlakesalliance.org/internships for application deadlines for fall, spring and summer semesters. Depending on openings, we may also accept prospective interns on a rolling basis.

About Clean Lakes Alliance

Clean Lakes Alliance is a 501(c)3 non-profit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River watershed. Working closely with government agencies, residents, farmers and local businesses, we envision a future in which everyone sees our lakes as the center of the community.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all backgrounds to apply. To learn more about our work and values, please visit cleanlakesalliance.org.

Primary Duties and Responsibilities

The Policy Intern will provide support including but not limited to:

- Research, writing, analysis, and editing policy and grant materials
- Assist in the planning, organization, and preparation for programs, and events
- Provide logistic support at events
- Assist in special in-office projects

Required Skills

- Strong computer skills with Microsoft Office programs (Word, Excel, PowerPoint)
- Strong organizational and communication skills
- Experience working with the business community
- An interest in protecting local lakes and waterways

Required Experience

- Currently pursuing a master's degree
- Experience with policy or environmental studies

Work Environment and Hours

- 8-16 hours per week with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events.
- Availability for 3-4 hour minimum work shifts desired
- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of watershed programming and engagement events.

Compensation and Benefits

This position is unpaid or for-credit, with the potential to move into a paid position on a performance or as-needed basis. Please work with your academic advisor to set up any class-credit arrangements.

Job Location

Verex Plaza: 150 East Gilman Street, Suite 2600 Madison, Wisconsin
On bus line and short walk or bike ride from UW-Madison campus.