



Clean Lakes Alliance - Publications Internship

Clean Lakes Alliance is seeking a student interested in publications, design, writing, journalism, and/or communications to join the team as a part-time **Publications Intern**. Intern will work with professional staff to develop and design spring publications and graphic design content for printed communications. Intern may also work with WordPress, email marketing, social media, community outreach, news media materials, or other relevant skill areas.

Intern works closely with Clean Lakes Alliance professional staff to execute major publications, campaigns, and events. Intern will play key role in producing our printed newsletter in the spring. Intern will develop an understanding of the Yahara Watershed and support our work to protect water quality in lakes Mendota, Monona, Wingra, Waubesa, and Kegonsa.

To apply, please send a resume, letter of interest, writing sample, and graphic design sample to internships@cleanlakesalliance.org by Friday, February 12th, 2021. Please include "Publications Internship" in the subject header.

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 backgrounds to apply. To learn more about our work and values, please visit cleanlakesalliance.org.

Primary Duties and Responsibilities

The Publications Intern will assist with tasks including but not limited to:

- Designing layout, graphics, and spreads for Clean Lakes Alliance publications
- Creating and writing content for newsletter, Lake Guide, and/or annual report
- Writing and editing event outreach materials, blog posts, social media posts
- Create and design event marketing materials including posters, flyers, mailers, etc.
- Writing featured newsletter content and posting to community calendars

Desired Skills

- Proficient in Adobe InDesign, Illustrator, and Photoshop
- Preferred marketing, journalism, and/or design related education/experience
- Attention to detail, strong organization and communication skills

Desired Experience

- Currently pursuing a bachelor's degree or recent graduate

Work Environment and Hours

- 10 hours per week, done remotely, in 2-3 hour blocks
- Check-ins every other day via virtual meeting

Compensation and Benefits

This position is paid at \$12 per hour up to 10 hours per week. The student may also pursue course credit for the internship, if desired. Please work with your academic advisor to set up any class-credit arrangements.

Start Date

The ideal candidate will be able to start in mid-February. The internship will run seven weeks, ending in early April.

Job Location

Remote working environment with check-ins via virtual meeting platform