



Teejop Watershed Engagement Internship

Clean Lakes Alliance seeks a **Teejop Watershed Engagement Intern** to join our passionate and dedicated team. This is a part-time, limited-term position running from May through August 2024.

Clean Lakes Alliance is a 501(c)(3) nonprofit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers, lakefront property owners, and other stakeholders, we strive to serve as a positive voice in promoting our cherished lakes. To learn more about our mission, work, and priorities, please visit our website at cleanlakesalliance.org.

Position Description

The Teejop Watershed Engagement Intern plays a vital role in the organization, helping to coordinate Clean Lakes Alliance programs and projects, assisting with topic research, program implementation, and facilitating event organization and preparation. Under the supervision of the Watershed Engagement Manager, these internships provide organizational and logistical support for a variety of educational and volunteer engagement programs. This is a paid internship for Summer 2024 with the possibility of extension.

Starting wage: \$16/hour

Hours: 10 - 20 hours/week

Example Job Duties

The Teejop Watershed Engagement Intern will provide logistics and administrative support for various Clean Lakes Alliance programs, events, and outreach, including but not limited to the following:

- Assist in the planning, organization, preparation, and coordination of Volunteer Days (beach cleanups, native seed collections, land restorations, etc.), LakeForecast Water Quality Monitoring, Clean Boats, Clean Waters aquatic invasive species education, Clean Lakes 101 Science Cafes, and a variety of fundraising events (i.e., Loop the Lake bike ride).
- Support the organization as it partners with the Ho-Chunk Nation to develop a new Teejop Initiative that enhances stakeholder awareness around the watershed's rich indigenous history and ecological knowledge.
- Write and edit event and program outreach materials.
- Contribute to reporting, tracking, and outcome documentation for various programs, including thank you notes, reports, and summary analyses.
- Research and develop content for newsletters, website, etc.
- Support the efforts of the Annual Campaign, such as preparing donor lists, letter stuffing operations, and yard sign delivery.

- Assist with other activities as needed to raise awareness, increase volunteerism, empower individual action, and help advocate for projects and policies that benefit our lakes.

Minimum Qualifications

- Undergraduate coursework in environmental science, limnology, watershed or stormwater engineering, water resources management, ecology and conservation, science communication, environmental education, or other applicable discipline or professional work experience that relates to the role and responsibilities of the position.
- Lived experience as or work experience with indigenous or First Nations communities.
- Foundational knowledge of the biological, chemical, ecological, and physical dynamics of rivers, streams, wetlands and lakes and their connection to landscapes.
- Strong written and verbal communication skills.
- Highly organized and adaptable, with an ability to juggle the demands of multiple programs and deadlines and work independently.
- A flexible, resourceful, and detail-oriented person.

Work Environment and Hours

- 10 - 20 hours per week, with an anticipated start date as early as April through mid-May, and extending through August 2024. Scheduling to be determined based on organizational needs and candidate availability. Clean Lakes Alliance work hours are typically 8:00-5:00 M-Th and 8:00-12:00 F.
- Occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events. Must be able to work outdoors independently rain or shine.
- All Volunteer Days are held outdoors and access to a vehicle and a valid driver's license are required. Workdays involve lifting and transportation of tools and equipment used in moderate-intensity outdoor work.
- We offer a hybrid work model, with some remote work and some performed in a small, open office environment. Occasional off-site work is required to support outdoor events and program activities. Must have access to a personal laptop or home computer that can be used to perform work away from the office.
- Job location: Verex Plaza, 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus.

To Apply

Please email a letter of interest and resume with contact information to Caitlin McAleavey at caitlin@cleanlakesalliance.org by **Friday, February 2, 2024**. Include "Teejop Watershed Engagement Intern" in the subject line.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.