

Clean Lakes Alliance seeks a **Communication & Graphic Design Intern** to join our passionate and dedicated team. This is a part-time, limited-term position approximately running from September 2024 through February 8, 2024 with a possible 6 month extension.

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](http://cleanlakesalliance.org).

### **Position Description**

The Marketing & Graphic Design intern will provide meaningful support to the marketing & communication teams. These teams focus on fundraising & outreach for the organization, donor stewardship, donor analysis and research and corporate partnerships which are vital to the health of the organization. Under the supervision of professional staff, this internship will provide organizational and logistical support for these efforts. This is a paid internship for the fall of the 2024-25 school year with the possibility of extension.

**Starting wage: \$16-20**

**Hours: 8-12 hours/week**

### **Duties and Responsibilities**

- Contribute to the planning and execution of solicitation campaigns, including our Annual Campaign, Lake Partner 'Membership' and Corporate Sponsor giving
- Manage the Annual Campaign planning calendar and organizational workflow to ensure appeal efforts are executed in a timely and purposeful fashion
- Assist communication team with the design & execution of key public communications, including but not limited to monthly Lake-o-Grams & social media posts
- Assist marketing team with the development & execution of Annual Campaign communications, including but not limited to solicitation letters & emails
- Plan, attend and support fundraising and networking events as needed
- Interact and engage with board members, sponsors and donors in a professional manner
- Support execution of the 2024 Fore! Lakes Golf event, Saturday, September 20, 2024 from 6:00 a.m. to 5:00 p.m. (**Priority will be given to those who can attend**)
- Support execution of the 2025 Frozen Assets event, Saturday, February 8, 2025 from 6:00 a.m. to 5:00 p.m. (**Priority will be given to those who can attend**)
- Support co-workers in efforts to advance our mission
- Make a positive contribution by making suggestions for improvement and learning new skills, procedures, and processes
- Assist with other projects as assigned

## Skills and Experience

### General:

- Strong work ethic
- Ability to work both individually and in a team environment
- Excellent organizational skills with the ability to prioritize a workload while maintaining strict attention to detail
- Strong communication skills, both verbally and written, for donor solicitations, grant proposals and other
- Comfort in speaking with individuals and corporate level donors

### Computer skills:

- Microsoft Office and Google Workplace suites
- Raiser's Edge experience or willingness to complete training
- Graphic design program experience, such as Photoshop, InDesign, Canva, etc.

## Work Environment and Hours

- 10-20 hours per week, with an anticipated start date of September 2024 through February 8, 2025 with possibility to extend 6 months. 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 generally corresponds with Clean Lakes Alliance-sponsored events. Must be able to attend most events to provide support and gain experience
- Occasional off-site work may be required for the purpose of supporting 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 Jason James at [jason.james@cleanlakesalliance.org](mailto:jason.james@cleanlakesalliance.org) by **Friday, September 6, 2024**. Include "Marketing & Graphic Design 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.*