



Clean Lakes Alliance seeks a **Marketing & Events Intern** to join our passionate and dedicated team. This is a part-time, limited-term position that will run from September 2024 through December 31, 2024, with a possible 6-month extension.

Organization Description

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 be 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 Marketing and Event Intern will provide meaningful support to the marketing and development team, working closely with the Marketing and Development Manager to help with marketing, including public relations, fundraising, planning and executing special events, and some graphic design work. 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: 10-15 hours/week

Duties and Responsibilities

- Coordinate, support, and attend fundraising and networking events as needed.
- Support execution of the 2024 Fore! Lakes Golf event, Saturday, September 20, from 6:00 a.m. to 5:00 p.m. (**Availability for this date is required**).
- Assist the marketing team with the development and execution of the Annual Fundraising Campaign, including solicitation letters and emails.
- Maintain professional and engaging conduct while interacting with board members, sponsors, and donors.
- Attend staff meetings.
- 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, reliable
- Ability to work both individually and in a team environment
- Excellent organizational skills with the ability to prioritize tasks
- Strong verbal and written communication skills for donor solicitation, marketing materials, etc.
- Comfort in speaking with individuals and corporate-level donors
- Enthusiasm about watershed stewardship, lake ecology, and clean water initiatives

Technology skills:

- Microsoft Office and Google Workplace suites
- CRM experience or willingness to complete training
- Graphic design program experience, such as Photoshop, InDesign, or Canva

Work Environment and Hours

- 15-20 hours per week, with an anticipated start date of September 2024 through December 31, 2024 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 to support 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 the bus line and a short walk or bike ride from the UW-Madison campus.

To Apply

Please email a resume, letter of interest, and two writing samples to Sarah Skwirut at sarah@cleanlakesalliance.org by **Friday, September 6, 2024**. Include “Marketing & Events 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.