

Nonprofit Internship

Outreach & Development Intern



Job Description

Gathering Waters: Wisconsin's Alliance for Land Trusts, a non-profit conservation organization located in Madison, is seeking a 10-15 hour/week Outreach & Development Intern. There is a possibility of increased hours, up to 20 hours/week. Our target start date is June 1 (negotiable) with a commitment of at least a year. Please visit www.gatheringwaters.org for more information about our organization.

Duties and Responsibilities:

- Assist with fundraising
- Support outreach, including social media, blog, and e-news communications
- Provide key support for Gathering Waters events
- Assist with other program needs and general office tasks as needed

This position provides an opportunity to gain hands-on experience in nonprofit operations, with potential opportunities for special projects depending on the applicant's skills.

Required Qualifications:

- Appreciation for land and natural resource conservation
- Strong written and verbal communication skills
- Proficient with Microsoft Office
- Able to commit 10-15 hrs/wk for at least one year

Preferred Qualifications

- CRM database experience
- Photoshop and/or Adobe Illustrator experience
- Blogging experience
- Proficient with various forms of social media, including Facebook and Twitter
- Eligible for Work Study

Hourly Wage: \$10.00

Application Process: Send resume, cover letter, and two references to info@gatheringwaters.org with Internship Position in subject line. If eligible for Work Study, please indicate so in your application.

Deadline for submission: Friday, April 7th