



## Outreach & Event Planning Intern

### Job Summary

Gathering Waters: Wisconsin's Alliance for Land Trusts, a non-profit conservation organization based in Madison, WI, seeks an Outreach & Event Intern. The ideal candidate will work 15 – 20 hours a week starting in June 2018, and be able to stay at least one year.

This paid internship provides the opportunity to gain hands-on experience in nonprofit operations and event planning, with the potential for special projects depending on the applicant's skills.

### Job duties include (but are not limited to):

- Support the communications and outreach program, including writing blogs and social media posts, and entering content on the website
- Assist in the preparation of communications with members and potential members
- Assist in the logistics and assembly of mailings
- Assist with processing donations and thanking donors
- Assist development staff with additional projects as needed
- Planning and management of Gathering Waters' annual silent auction fundraiser
- Assist with **special** event planning and logistics
- Assist with event outreach through print, online, and social media channels
- Assist event and outreach staff with additional projects as needed

### Required qualifications

- An appreciation for land and natural resource conservation
- Strong written and verbal communication skills
- Ability to commit to 15 – 20 hours each week
- Proficiency with Microsoft Office

### Preferred qualifications

- Demonstrated, strong skills in detail-oriented and organizational work
- Proficient and engaging social media skills on Facebook and Twitter
- Eligibility for Work Study
- Third or fourth-year undergraduate or graduate student is preferred

### Salary

This is a part-time position (15 - 20 hrs/week) paid at a rate of \$10.00 per hour.

### To Apply

Please send a PDF containing your cover letter, resume, and three references to [info@gatheringwaters.org](mailto:info@gatheringwaters.org). Please reference **Internship Position** in the subject line. If you are eligible for Work-Study, please indicate so in your cover letter and/or resume.

Please send the PDF to Gathering Waters by 5 pm on May 25, 2018.

### Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*