



Nature Net: *The Environmental Learning Network*

c/o Aldo Leopold Nature Center, 300 Femrite Drive, Monona, WI 53716 (608) 221-2575 www.naturenet.com

Nature Net Internship Position Description

Time Commitment:

- 10-25 hrs/week: flexible; must be available some weekdays between 9-5 and some special events on evenings/weekends (i.e. Leopold Discovery Day, Maple Syrup Festival, Earth Day events, PBS Kids, etc.)
- Compensation: competitive internship stipend (amount based on time commitment) with opportunity to continue the following semester – also see opportunities listed below.

Responsibilities:

- Assist Nature Net staff in preparing and staffing outreach events, including developing and running educational activities for diverse audiences.
- Assist in creating new Nature Net website; edit/update content for accuracy and relevancy, help increase SEO.
- Assist in developing, promoting, and distributing Nature Passport program (multi-site family activity guide).
- Seek out and secure new contacts and networks for promoting Nature Net - for example, local PTOs, district newsletters, local media sites, parent networks, etc.
- Research and provide quality content for monthly and seasonal electronic newsletters, family activity guides, events calendars, and webpages.
- Increase Nature Net's social media presence with timely, entertaining, and educational posts.
- Process Nature Express applications and awards (fieldtrip transportation assistance program).
- Curate and expand the Nature Net e-mail subscriber list.
- Assist Nature Net staff with regular administrative duties including, mailings, correspondence, word processing, database entry, preparation of reports, meeting preparation and follow-up, filing, deliveries, inventory, etc.
- Other duties and special projects (intern-directed projects are encouraged upon approval).

Requirements:

- At least 18 years of age
- Commitment and reliability
- Cheerful, positive and open attitude; ability to work with public of all ages
- Communication skills, both oral and written
- Flexibility and creativity
- Interest in environmental and outdoor education
- Excellent organization and administration skills; ability to multi-task
- General computer skills, including familiarity with social media and online communications, html, WordPress, Microsoft Office, publishing design, etc.
- Reliable transportation to ALNC and for outreach events

Opportunities:

- Gain experience and connections in a highly successful, well-established network of formal and non-formal educators in South-Central Wisconsin.
- Learn about and help to promote environmental and outdoor education throughout Wisconsin and beyond.
- Gain valuable experience in multiple areas of non-profit educational work, including writing, editing/publishing, program development, communications, and outreach.
- Develop and disseminate educational activities and resources for kids, families, teachers, and administrators.

About us:

Nature Net is a not-for-profit environmental learning network comprised of [sixteen area nature centers, museums, gardens, and parks](#) offering experiential, place-based environmental education to the schoolchildren, teachers, and families of South Central Wisconsin. Nature Net was founded in 1995 by the [Aldo Leopold Nature Center](#) in an effort to increase access to free and low-cost environmental education resources and to promote collaboration and educational excellence in nature education throughout the region and beyond.

How to Apply:

Individuals interested in this position are required to send a cover letter, resume and three references to:

Nature Net Coordinator

c/o Aldo Leopold Nature Center

330 Femrite Drive, Monona, WI 53716

info@naturenet.com

(608) 216-9375