

## 2024-25 Communications Intern

***The Aldo Leopold Nature Center (ALNC) seeks an outgoing, energetic, and adaptable intern to assist our communications team this academic year. ALNC is a non-profit education organization guided by Aldo Leopold's land ethic, with a mission to nurture children, their wellbeing, and environmental sustainability through connecting and learning in nature. ALNC provides more than 128,000 contact hours annually through year-round programming, including field trips, summer camps, preschool programs, and public events to more than 30,000 children and their families, educators, and community members annually.***

*ALNC is an equal opportunity employer committed to building and serving a culturally-rich, inclusive staff well-equipped to serve our diverse community. We strongly encourage applicants from all backgrounds and identities to apply.*

### TIME COMMITMENT AND DETAILS

- This is a part-time (20h/week) internship running from mid-September through mid-May, with an opportunity to continue through the summer of 2025.
- Typical shifts fall between 9am and 4pm, Monday through Friday, with occasional evening and weekend hours for special events. Scheduling determined by organization needs and candidate availability. In person hours required with some flexibility.
- Compensation: \$15.00/hr.
- Opportunities: Build relationships and communicate events, program information, and impact stories with the public, while learning about environmental education and Southern Wisconsin ecosystems.
- Resumes will be reviewed as they are submitted with the ideal candidate hired by October 1st.

### RESPONSIBILITIES

The communication intern will assist the marketing and communications team on projects related to phenology, outreach, marketing, community engagement, and public events.

Duties may include:

- Hiking ALNCs grounds to observe phenological events, writing and sharing information about them via social media and email marketing.
- Tagging along with environmental education programs to take pictures and share stories, highlighting the many impacts of nature education.
- Creating simple activities to engage the public with the wonders of science and the natural world.

- Promoting programs and public events by updating the ALNC website and print marketing materials, crafting email marketing and social media messages, submitting events to online calendars, writing press releases and talking points, and/or researching and soliciting donation and partnership opportunities.
- Representing ALNC at various outreach opportunities in the community.
- Supporting the Nature Center by welcoming visitors during front desk shifts and assisting program staff when needed.

## **QUALIFICATIONS**

- At least 18 years of age and able to pass a child care background check and fingerprint screen.
- Vaccinated against COVID-19.
- Interested in environmental education, climate, and phenology.
- Excellent written and verbal communication skills.
- Spanish translation skills are a plus.