



330 Femrite Drive • Monona, Wisconsin 53716 • (608) 221-0404 • fax (608) 709-1611

Summer Communications Intern

The [Aldo Leopold Nature Center \(ALNC\)](#) seeks an outgoing, energetic, and adaptable intern to assist our Development & Communications team this summer. ALNC is a non-profit educational organization guided by Aldo Leopold's land ethic, with a mission to nurture children, their well-being, and environmental sustainability through connecting and learning in nature. ALNC serves more than 60,000 children and their families, educators, and community members annually, through year-round programs, including field trips, summer camps, preschool programs, as well as public and private events.

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), seasonal internship running from mid-June through August.
- Typical shifts fall between 9am to 4pm Monday-Friday, with occasional evenings and weekends for special events. Scheduling determined by organization needs and candidate availability. Compensation: \$15.00/hr.
- Opportunities: Build relationships and communicate events, programs, and stories with the public, while learning about environmental education and Southern Wisconsin ecosystems.

RESPONSIBILITIES

The Communications Intern will support ALNC's mission by helping to share the story of our programs, events, and community impact. Working under the supervision of the Marketing & Communications Coordinator, the intern will assist with a variety of projects focused on digital communications, outreach, and public engagement. Duties include:

- Assisting with social media content creation, including drafting posts, capturing photos/video, and highlighting programs, events, and seasonal happenings at ALNC.
- Supporting email marketing efforts by helping draft, format, and schedule messages.
- Assisting with website updates and basic content management.
- Capturing and sharing stories from summer programs and public events to showcase the impact of nature-based education.
- Helping develop simple, creative engagement materials (digital or print) that connect audiences with nature, science, and sustainability.
- Providing communications support for events, including promotional materials and on-site content gathering.
- Observing and occasionally sharing seasonal and phenological highlights from the Nature Center grounds.

QUALIFICATIONS

- At least 18 years of age and able to pass a child care background check and fingerprint screen.
- Experience with Facebook, Instagram, Canva, Adobe Creative Suite, WordPress, and email marketing (ie MailChimp) preferred.
- Interested in photography, communications, marketing, graphic design, and environmental education & conservation.
- Excellent written and verbal communication skills.

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- Adaptable and creative with excellent organization and the ability to multi-task and problem-solve.
- Ability to manage schedules and work well in a team environment with other staff.
- Comfortable working with and taking photos of children.
- Reliable transportation to ALNC (The Nature Center is accessible via bike and public transit including the City of Madison Metro Transit Route G and Route 38).

TO APPLY

Please send a cover letter, resume, and three references by Sunday, April 19 to:

Stephanie Briand, Development & Communications Coordinator

Aldo Leopold Nature Center: 330 Femrite Drive, Monona, WI 53716

stephanie@aldoleopoldnaturecenter.org (emailed applications encouraged)