



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

Summer Communication Interns

The [Aldo Leopold Nature Center \(ALNC\)](#) seeks outgoing, energetic, and adaptable interns to assist our 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-May 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. Interns are required to work at least 2 (two) of the events scheduled for June 6th, July 21st, and August 24th.
- 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

Communication Interns will assist the Marketing & Communications Manager on projects related to phenology, outreach, marketing, community engagement, and public events. Duties include:

- Hiking ALNCs grounds to observe phenological events and share information about them via social media and email marketing.
- Tag along with Summer Camp and other programs to take pictures and share stories highlighting the many impacts of nature education.
- Create simple activities to engage the public with the wonders of science and the natural world.
- Support the development and implementation of activities, promotions, and storytelling (including displaying files, photos, and historical documents) related to the 30th Anniversary celebration of ALNC and Adult Summer Camp, a new fundraising event.
- Market activities and events at ALNC by updating the 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 donations and grant opportunities.
- Support 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.

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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.
- Reliable transportation to ALNC.
- Experience with social media required, especially Facebook and Instagram.
- Experience with Adobe Creative Suite, WordPress, and email marketing (ie MailChimp) preferred.
- Experience working with children is preferred.

TO APPLY

Please send a cover letter, resume, and three references to:

Cara Erickson, Marketing & Communications Manager

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

cara@aldoleopoldnaturecenter.org (emailed applications encouraged)

Accepting applications: now through April 22nd