

Nature Everywhere Program Intern

Nature Everywhere / Aldo Leopold Nature Center

Location: Primarily remote, with occasional in-person meetings and events

Hours: ~10 hours/week (flexible schedule)

Compensation: Paid internship, \$15/hour

Duration: Summer 2026, with potential opportunity to continue into fall semester

About Nature Everywhere & Nature Net

The Madison Region Nature Everywhere initiative is a collaborative effort to increase equitable access to nature for children and families across the greater Madison region. Operated by the Aldo Leopold Nature Center, the initiative works closely with community partners such as Olbrich Botanical Gardens, Public Health Madison & Dane County, and The Joy Trip Project. Together, these organizations connect nature centers, parks, schools, and community groups to expand access to nature and outdoor learning opportunities.

Nature Everywhere builds on the work of Nature Net, which for over 20 years has connected children, families, and educators to hands-on environmental education through programs such as Nature Passport, Nature Express grants, online resources, and community outreach.

Position Overview

Nature Everywhere is seeking a motivated, organized, and community-minded intern to support the Nature Everywhere Program Manager and ongoing Nature Everywhere programs. This role is ideal for a student or recent graduate interested in environmental education, nonprofit collaboration, communications, and community engagement.

In this position, you will work behind the scenes on a regional, grant-funded initiative while gaining hands-on experience in nonprofit program coordination, coalition support, outreach, and communications. You will interact with multiple partner organizations and help promote nature learning and exploration for children, families, and educators.

Key Responsibilities

Program & Administrative Support

- Assist with maintaining Nature Everywhere programs, including Nature Everywhere Day, Nature Passports, field trip guide, library programs, professional development opportunities, and more.
- Support coalition administration by maintaining contact lists, organizing meeting notes, and assisting with internal communications
- Meet regularly with the Program Manager and leadership partners for check-ins and guidance

Coalition & Communication Support

- Collect input from partners and organize content for website, newsletters, social media, and other outreach materials
- Maintain and update website content using Squarespace to ensure accuracy and relevance
- Help track updates, resources, and shared information across the coalition
- Visit member sites to collect photos of sites and activities

Outreach & Community Engagement

- Assist with creating and scheduling engaging, educational social media content
- Help prepare for and staff outreach and community events such as Parks Alive!, Ride the Drive, and other partner events.
- Support broader community communication about the Nature Everywhere initiative and partner programs

Qualifications

About You

- **Committed and reliable:** Junior, senior, or recent graduate able to dedicate consistent time and attention

- **Organized and detail-oriented:** Comfortable managing information, timelines, and multiple tasks
 - **Strong communicator:** Clear and effective written and verbal communication skills
 - **Collaborative:** Enjoy working with diverse partners and community members
 - **Environmentally minded:** Genuine interest in nature, environmental education, and community well-being (no specific major required)
 - **Technologically adept:** Comfortable with basic computer tools and able to learn or use platforms such as Squarespace, Canva, Mailchimp, and social media
 - **Independent and proactive:** Able to take direction and then manage projects independently
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What You Will Gain

- Meaningful experience supporting a regional environmental initiative focused on equity and community impact
- Insight into coalition-based nonprofit work and collaboration among multiple organizations
- Professional skill development in program coordination, outreach, communications, website content management, and nonprofit operations
- Opportunities to build your professional network and portfolio

Position Details

- **Hours:** Approximately 10 hours per week; flexible scheduling with regular check-ins. Some evenings and weekends will be required.
- **Compensation:** \$15/hour
- **Location:** Primarily remote with occasional in-person meetings or events
- **Duration:** Summer semester with potential to continue into Fall semester
- **Timeline:** Deadline for application March 20, 2026. Ideal start date May 26, 2026.
- **To apply:** Send resume, cover letter and two references to autumn@aldoleopoldnaturecenter.org