

Nature Net Is Hiring!

<http://www.naturenet.org/nature-net-internship/>



Who We Are Looking For

We seek a motivated, organized, and creative individual who is excited about the field of environmental education and the world of non-profit organizations. The primary function of this internship is to offer you the opportunity to learn about non-profit functionality and connect with network members, while increasing the capacity of the Nature Net program to do meaningful work in our community. In this role, you will work behind the scenes, interact with multiple impactful organizations, and promote nature learning and exploration to children, teachers, and families.

Key Responsibilities:

- Maintaining or increasing Nature Net's **social media** presence with timely, entertaining, and educational posts.
- **Collecting input** from Nature Net members and organizing content for various outreach projects—mailings, newsletters, social media, etc.
- Researching and **preparing content** for monthly and seasonal e-newsletters, events calendars, and webpages.
- Maintaining and updating the **Nature Net website** - using WordPress to update content for accuracy and relevancy, and increasing SEO.
- Assisting Nature Net staff in preparing for and staffing **outreach events** as they arise.
- Assisting Nature Net staff with regular **administrative duties** as needed.
- Presenting your own projects or ideas for consideration - make it yours!

More About Us

For over twenty years, Nature Net has been **connecting** children, families and educators to nature through hands-on, outdoor learning and exploration across south central Wisconsin and beyond. Nature Net's network of nature centers, parks, and museums works together to ensure school-age children are exposed to the best possible environmental education experiences.

We do this through a variety of **programs**, including Nature Express funding for school/nature projects, Nature Passport journal and adventure guide, online resources, and monthly blog posts.

Nature Net is a **program of the Aldo Leopold Nature Center** and as such is an equal opportunity employer committed to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

More About You

- **Committed and reliable:** you are a junior, senior or recent graduate who has the time and organizational skills to reliably dedicate time to Nature Net.

- **Friendly and warm:** you are cheerful, positive and have an open attitude. You are able to interact with the public of all ages, and will collaborate well with our fun and committed staff.
- **Communicator:** you have great communication skills, both oral and written.
- **Environmentalist:** you have a demonstrated interest in building a connection with Earth and helping others to cultivate their own connections. A major in environmental studies or related field is not required.
- **Technologically adept:** you have basic computer skills and can either work with or easily learn to use WordPress, Canva, Mail Chimp, and various social media platforms.
- **Independent:** you can take direction from leadership but then work independently to manage projects and your time.

What You Will Get

- You will engage in fulfilling work promoting **the outdoors for families, children, and the community.**
- You will gain **connections** with Nature Net's member sites and their staff. This is a great way to learn how different non-profits function, meet key employees, and grow your network.
- Your work here can help build your **portfolio** to include project coordination, outreach and communication, and web content development, among other skills.

Other Details

- **This position is 10 hrs/week:** hours are flexible with a weekly check-in with Nature Net staff.
- **Compensation:** this internship is paid with a starting rate of \$15/hour. Potentially includes paid professional development opportunities.
- **In-person or Virtual:** this position currently remote with occasional in-person projects. However, the position is flexible based on your needs and preferences.
- We often offer the opportunity to continue the following semester.

Apply!

Individuals interested in applying for this position should:

1. Fill out this [online form](#) (in lieu of a cover letter)
2. Send your resume and 1-3 references to:
Betsy Parker, Nature Net Director - info@naturenet.org

Application Timeline

- Currently accepting applications for Summer 2024
- Accepting applications: now through April 12th
- Interviews and reference checks conducted through April 23rd
- Ideal start date: Mid-May