



ENVIRONMENTAL PARALEGAL INTERNSHIP ANNOUNCEMENT

[Mississippi Valley Conservancy](#) (MVC) a local non-profit land trust, is accepting applications for one environmental paralegal intern position to assist MVC in conserving the diverse landscapes of southwest Wisconsin. Positions are part-time, unpaid, flexible timeframe (10-20 hrs/week) and are based in La Crosse, WI. This position will run from September through December, with the possibility for extension.

The internship will provide extensive exposure to and hands on experience with a regionally-based land trust. The mission of MVC is conserving native habitats and farmlands through voluntary action, for the health and well-being of current and future generations. MVC is a regional, non-profit land trust in La Crosse that has permanently conserved over 18,000 acres of bluffs, prairies, wetlands and streams in the Coulee. The Conservancy works with private landowners and local communities on voluntary conservation projects in nine counties in the Driftless area.

PRIMARY DUTIES OF INTERNSHIP

1. Proofreading and editing of legal documents that may include conservation easements, abridgments, subordinations, baseline documentation reports, and others.
2. Reviewing and cross-referencing county tax parcel data.
3. Reviewing and mapping property legal descriptions and title investigation reports.
4. Assist land protection staff with all preparatory and follow up tasks related to easement and property inspections, including maintenance of files and preparing property documentation reports.
5. Assist with transcription of species lists, file organization, property information gathering, grant applications, data entry and written communications (Facebook, blogs, news articles).
6. Perform other tasks related to land conservation as assigned.

Interested applicants should have the ability and motivation to work independently at times and be unafraid to ask questions.

EXPERIENCE AND SKILLS REQUIRED

- An interest in environmental issues and natural resources conservation.
- Proficiency using MS Word and Excel.
- Excellent writing, organizational and record keeping skills.
- Ability to communicate effectively, both speaking and writing.
- Ability to work independently and as part of a team.

How to Apply: Submit a cover letter and resume by email to info@mississippivalleyconservancy.org. Application review will begin September 1, 2017. Position open until filled.

For more information contact:

Mississippi Valley Conservancy

PO Box 2611, 1309 Norplex Drive, Suite 9, La Crosse, WI 54602

Telephone: (608-784-3606) ext. 1