



## Conservation Development Internships 2019-2020

Organization:	Mississippi Valley Conservancy
Job Type:	Internship
Job Major:	Marketing, Communications, Nonprofit Management
Number of positions available:	1
Salary:	unpaid
Start date:	Summer, Fall Semester, Spring Semester
End date:	negotiable

### **Position Description:**

You can make a real difference in the world when you join our *For the Wild* team as an intern for planning, promotion, implementation, and evaluation of a variety of fundraising and development activities, including direct mail and email campaigns, special events, and grant research for Mississippi Valley Conservancy, southwest Wisconsin's leading environmental conservation organization.

You'll learn about strategies for recruitment, engagement, and retention of members and supporters in a community service organization.

The position is part-time, unpaid, has a flexible timeframe (5-15 hrs/week), and is based in La Crosse, WI. Occasional evening or weekend hours may be required.

### **With the guidance of the Conservancy's development team, your responsibilities may include:**

- Attending and contributing ideas to event planning meetings
- Assisting with marketing materials, social media and outreach for events
- Assisting with development and production of sponsor, volunteer, and participant materials
- Working with staff and volunteers on event day to insure the event's success
- Taking photos at events for the Conservancy to use in social media
- Assisting with procuring supplies for events
- Assisting with sponsorship and registration tracking
- Assisting with grant research and writing
- Other duties as assigned

### **Skills and Specifications:**

- Working toward a Bachelor's degree in marketing, event management, communications, or related field
- Previous experience in planning events is a plus
- Experience creating marketing materials such as flyers and invitations is a plus
- Familiarity with Microsoft Office Suite
- Adobe Creative Suite a plus
- Experience with social media and email platforms a plus
- Excellent organizational skills
- Creative and detail-oriented

- Great listening and communication skills and outgoing personality
- Ability to work independently and as part of a team

**How to Apply:**

Submit a cover letter and resume by email to [sarah@mississippivalleyconservancy.org](mailto:sarah@mississippivalleyconservancy.org) or mail to address below. Be sure to include your desired start date and duration of the internship you are seeking. We hire a variety of interns throughout the year.

Mississippi Valley Conservancy  
attn: Sarah Bratnobar  
1309 Norplex Drive, Suite 9  
La Crosse, WI 54601

Telephone: (608-784-3606) ext. 8



**ABOUT MISSISSIPPI VALLEY CONSERVANCY**

Founded in 1997, Mississippi Valley Conservancy is a nationally accredited nonprofit land trust that has permanently protected more than 20,000 acres of wildlife habitat and farmland in Wisconsin's Driftless Area. Working with private landowners, businesses and local communities, we conserve the bluffs, forests, prairies, wetlands, streams and farmlands that enrich our communities, for the health and well-being of current and future generations. For more information about the Conservancy, visit [www.mississippivalleyconservancy.org](http://www.mississippivalleyconservancy.org)