



Communication Internships

NOTE: Communications intern positions open for the Fall and Spring semesters.

Test the waters in all aspects of communications -- magazine writing, press releases, photography, social media, website updates, and more -- with Mississippi Valley Conservancy.

Internship Description

The communication's interns write news releases and newsletter articles about Conservancy projects, assist with special projects, update our website and social media, and much more. Depending on organizational needs and intern skills, he/she may also assist with public events, photography, and graphic design.

Skills and Qualifications

The job is dominated by news writing, so you must be a strong writer to succeed in this internship. You'll also want to have taken some key writing classes (news writing and/or magazine writing) and have some writing experience (your college publications and/or a previous internship). Depending on skills and interest, these interns may also help with events and/or graphic design jobs. Interns work at our downtown La Crosse office and are supervised by our Office Manager and Executive Director.

Program Eligibility

Participants must be enrolled as a student at an accredited college or university and be a citizen of the U.S. or have met legal requirements to work in the U.S.

Availability

Mississippi Valley Conservancy's Communications/PR internship is open for the Fall and Spring semesters. We utilize multiple interns per semester in this position. There is some advantage for applicants who can take the position for more than one semester, but one-semester applicants are welcome.

How to Apply

Interns are always welcome at Mississippi Valley Conservancy. If you are a student looking for an internship opportunity, send us a cover letter and your email address to info@mississippivalleyconservancy.org. If we don't have a current opening, we'll keep your information on file for when we do.

1. Send a cover letter which includes the following information:

- a. **Why you want this internship and what qualifies you for the job.** Note that we don't expect you to have experience in all the job duties, but previous experience (whether through courses, school publications, jobs, internships or volunteerism) is a big plus.

Example 1: "As a senior graphic design major at Sample College, I've taken many design classes that would be useful for this position, including Graphic Design I and II. I received honorable mention at a juried exhibit in the technical skill category. As a classroom project

for my web design class, my team developed a new look for the Happy Camp website, and our design was later chosen and implemented by the camp director. Meanwhile, I have worked two semesters as the design editor for our campus magazine—which involved designing display ads and entire pages. I've also done some freelancing with wedding invitations, T-shirts and other projects for friends and local organizations. I am very proficient in InDesign and Photoshop and somewhat proficient in Illustrator and Dreamweaver.

Example 2: "I have always been a strong researcher and writer and am especially interested in researching and writing grant proposals. Though I don't have much grant-writing experience, I wrote a sample grant proposal in a professional writing class last year (enclosed as writing sample). These same skills should help me with policy research and reports/correspondence for easement monitoring."

b. Your estimated hours and availability.

Example 1: "I can work 12-14 hours per week during Spring semester (including all day on Fridays)."

Example 2: "I can work 12-14 hours per week during Spring semester (including all day on Fridays). I am also interested in working during Fall semester. Though I don't yet know my Fall schedule, I suspect my hours would be similar. I am unavailable for summer term."

2. Resume which outlines your experience including relevant paid jobs, volunteer jobs and internships; educational highlights (may list key courses); related skills (computer programs, languages, etc.); honors and other highlights.

5. Writing sample(s), please send 1-3 samples of your writing. Published clips (example: from a student newspaper) are best, but we'll consider class papers and others. **Graphic design applicants** are encouraged to send graphic design samples or links to their online work. However, we realize many graphic design projects can't be duplicated and/or are too bulky to send. Thus, while it's helpful for us to have something to review in advance when selecting who to interview, we realize this isn't always possible and assume you will bring your portfolio to the interview.

WHERE TO APPLY

Mail or email your application to the address below. Feel free to call or e-mail in advance if you have questions.

Mississippi Valley Conservancy
1309 Norplex Dr., Suite 9
La Crosse, WI 54601

Phone: 608.784.3606 ext. 4

Fax: 608.784.0257

e-mail: carol@mississippivalleyconservancy.org