



**Madison Audubon Society**  
**Now Seeking Communications and Outreach Intern (10 hours/week)**

Madison Audubon Society (MAS) is looking for a motivated, creative and enthusiastic person interested in gaining communications and outreach experience for career development to join our strong team that is dedicated to bird conservation, advocacy, and education. The Communications and Outreach Intern works with staff colleagues, the MAS board, our members, and the public to advance the mission of MAS. Find out more about who we are and what we do at [www.madisonaudubon.org](http://www.madisonaudubon.org).

**General Position Duties:**

- Assists with managing the MAS website
- Assists with social media content and presence
- Works with MAS branding to create materials for events and programs
- Organizes and tags MAS photos and file folders
- Answer telephones and welcome guests that enter the office suite
- Assist with administrative and other duties as needed (we are a team!)

**The Preferred Candidate Will:**

- Have strong interpersonal and communication skills, oral and written, for interacting with members, board, staff, and the general public
- Be skilled in use of social media such as websites, Facebook, Twitter, Instagram, Snapchat, and others
- Familiarity with basic website content management and SquareSpace a plus
- Experience in Adobe Suite and photo organization software a plus
- Be able to handle and prioritize multiple tasks while maintaining attention to detail
- Be resourceful, creative and have strong teamwork skills
- Exercise sound judgment, professionalism, and have a positive attitude
- Be adaptable and willing to learn and apply new skills
- Enjoy working and interacting with a fun and professional staff

Note that knowledge of birds, environment, nature, ecology, science, etc. is helpful but NOT REQUIRED!

**Position Details:**

This is an unpaid internship opportunity that will help an individual gain experience in communications and outreach, as well as work experience in a non-profit setting. Students (e.g., high school, undergraduate, graduate) will be prioritized higher in the selection process.

*Pay:* Unpaid

*Hours:* 10 hours per week, flexible based on individual's schedule and office needs

*Start date:* Week of September 6

*End date:* Flexible; ideally end of the school year

**Application Process:**

Apply by emailing Brenna Marsicek, Communications Director ([bmarsicek@madisonaudubon.org](mailto:bmarsicek@madisonaudubon.org)), by 11:59 pm, Sunday, August 6 with the following items submitted in one PDF or MS Word document:

1. a cover letter describing your a) career interests, b) experience in and knowledge of social media and website work, and c) why you're interested in the position; and
2. a resume.

Direct questions to Brenna by phone (608-255-2473) or email ([bmarsicek@madisonaudubon.org](mailto:bmarsicek@madisonaudubon.org)).