

Job Announcement
Madison Audubon Society
Education Intern

Madison Audubon Society (MAS) is looking for one (or possibly two!) motivated, outgoing, and enthusiastic person to join our strong team that is dedicated to bird conservation, advocacy, and education. The Education Intern reports directly to the Education Director and works with staff colleagues, various Madison Audubon committees, and the public to advance the mission of MAS. This position offers a great way to gain diverse experience within a well-known conservation non-profit. More about who we are and what we do can be found at madisonaudubon.org.

Primary Position Duties:

80% time – After School Programs

- Lead an after-school program for community centers (i.e., create activities, teach sessions)
- Communicate with community center staff about programming, lessons, and student behavior
- Potentially train and oversee volunteers

20% time – Other

- Assist Education Director and Education Specialist with other education programs on days in office
- Assist with writing/editing environmental education grants
- Assist with end-of-year appeal
- Attend program series, signature field trips, and board meetings (one of each)
- Evaluate the intern program so we can continue to improve the internship experience

The Preferred Candidate Will:

- Be available to work from about 3-5 p.m. on Tuesday and/or Thursday afternoon
- Have access to a vehicle and be responsible for driving to/from programs within the City of Madison
- Enjoy and have experience working with children, especially in grades K-8
- Have a background in the environmental sciences
- Have strong interpersonal and communication skills, oral and written, for interacting with members, board, staff, children, and the general public
- Display commitment to local conservation and environmental education
- Be comfortable working outdoors
- Be able to execute individual school programs independently following appropriate training
- Have strong computer skills especially with Microsoft Office Suite
- Be able to handle and prioritize multiple tasks while maintaining attention to detail
- Enjoy working with diverse groups of people
- Exercise sound judgment, professionalism, and have a positive attitude
- Be adaptable, and willing to learn and apply new skills
- Enjoy working in and contributing to a fun, professional work environment

This is a part-time, entry-level position beginning in early September and continuing through mid-December. The intern will work at least 5 hours per week, but may work up to a total of 80 hours. Additional hours may be obtained helping office staff with various tasks or attending additional education events with the Director of Education. This position is paid at a rate of \$11 per hour. Please send a resume, cover letter, and contact information for three references to carolynbyers@madisonaudubon.org. Madison Audubon Society is an equal opportunity employer.