

Nonprofit Internship  
**Program Intern Position**  
**Job Description**

Gathering Waters Conservancy, a non-profit conservation organization, is seeking a 15-20 hr/wk Program Intern. Please visit [www.gatheringwaters.org](http://www.gatheringwaters.org) for more information about our organization.

**Duties and Responsibilities:**

- ~help coordinate and assemble fundraising mailings (addressing, folding, stuffing, sealing and stamping of mass mailings)
- ~assist with special event planning
- ~provide support to program staff on special projects and initiatives
- ~enter and edit data in Access database
- ~assist with general office tasks (filing, copying, organizing digital photos, etc.) as needed

This position provides a student with an opportunity to gain hands-on experience in nonprofit operations, with potential opportunities for special projects depending on the applicant's skills.

**Qualifications:**

**\*\*WORK STUDY REQUIRED\*\***

- ~must have an appreciation for land and natural resource conservation
- ~be a competent user of MS Office applications
- ~upper-class undergraduate or graduate student is preferred

Hourly Wage: \$10.00

Application Process: Send resume and cover letter to Gathering Waters Conservancy, ATTN: Internship Position, 211 S. Paterson St., Ste.270, Madison, WI 53703, or email application to [info@gatheringwaters.org](mailto:info@gatheringwaters.org) with Internship Position in subject line.

Deadline for submission of resume and cover letter: Friday, April 8