

Nonprofit Fundraising Internship for Trail Trek Challenge

Organization:	Mississippi Valley Conservancy
Job Type:	Internship
Job Major:	Marketing, Communications, Nonprofit Management
Number of positions available:	1
Salary:	unpaid
Start date:	late January, 2018
End date:	negotiable

Position Description:

This assignment gives the intern an opportunity to work on the planning, promotion, implementation, and evaluation of a major fundraising event for the Southwest Wisconsin's leading conservation organization. The event, scheduled for June 10, 2018, will be the Conservancy's second annual *Trail Trek Challenge* – a discovery hiking adventure in which participants explore Conservancy protected lands and compete to identify natural treasures and raise funds for the Conservancy's mission. The Conservancy's goal for the event is to create a landmark peer-to-peer outdoor fundraiser that is popular each year, here in the La Crosse region.

Although this event takes place after the Spring semester ends, the Conservancy will work with the intern to craft a timeline that works with academic requirements. The Conservancy's ideal intern candidate will be available to stay on through the event date and event summary process to have the experience and satisfaction of working through all phases of the project.

This position may require some evening and weekend work. The position is part-time, **unpaid**, flexible timeframe (5-15 hrs/week) and is based in La Crosse, WI.

With the guidance of the Conservancy's development team, the intern's responsibilities will include:

- Attend and contribute ideas to event planning meetings
- Assist with marketing materials, social media and outreach for events
- Assist with development and production of sponsor, volunteer, and participant materials
- Work with staff and volunteers on event day to insure the event's success
- Take photos at events for MVC to use on FB, Twitter, LinkedIn, etc.
- Assist with procuring supplies for events
- Assist with sponsorship and registration tracking
- Other duties as assigned

Skills and Specifications:

- Has or is working towards a Bachelor's degree in event planning, marketing, communications, nonprofit management, sports management, or related field
- Previous experience in planning events
- Experience creating marketing materials such as flyers and invitations is a plus
- Familiarity with Microsoft Office Suite
- Adobe Creative Suite a plus
- Excellent organizational skills
- Creative and detailed-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 info@mississippivalleyconservancy.org or mail to address below. We hire a variety of interns throughout the year.

For more information contact:

Mississippi Valley Conservancy
PO Box 2611, 1309 Norplex Drive, Suite 9
La Crosse, WI 54602

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

info@mississippivalleyconservancy.org

**ABOUT MISSISSIPPI VALLEY CONSERVANCY**

Founded in 1997, Mississippi Valley Conservancy is a nationally accredited regional land trust that has permanently protected nearly 20,000 acres of scenic lands in southwestern Wisconsin by working with private landowners, businesses and local communities on voluntary conservation projects. The focus of the Conservancy is to conserve the bluffs, forests, prairies, wetlands, streams and farms 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