

# Visual Communications Internship

Organization:	Mississippi Valley Conservancy
Job Type:	Internship
Job Major:	Graphic Design, 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 support planning, promotion, and implementation of campaigns and programs for a major fundraising event for the Southwest Wisconsin's leading conservation organization. With an emphasis on visual communications, the intern will create graphic design concepts, layouts, and final art files for a variety of fundraising and outreach events and programs across media channels, including print, advertising, social media, signage, and other promotional materials.

Working closely with the Conservancy's development staff, an essential function of the intern's role will be to work collaboratively to achieve:

- Consistent branding
- Audience-appropriate designs
- Professional quality image and files
- Easy access to well-organized files

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 (as appropriate)
- Assist with marketing materials, social media and outreach for events and programs
- Assist with development and production of sponsor, volunteer, and participant materials
- Take photos as needed for MVC to use on FB, Twitter, LinkedIn, etc.
- Assist with procuring printing and fabrication
- Other duties as assigned

## **Skills and Specifications:**

- Has or is working towards a Bachelor's degree in graphic design, event planning, marketing, communications, nonprofit management, or related field
- Experience creating marketing materials such as flyers and invitations is a plus
- Familiarity with Microsoft Office Suite
- Strong skills with Adobe Creative Suite
- Excellent organizational skills
- Creative *and* detailed-oriented
- Great listening and communication skills and outgoing personality
- Experience writing and editing promotional copy
- 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](mailto: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](mailto: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](http://www.mississippivalleyconservancy.org)