



2017 WAICU Nonprofit Internship Program

Are you looking for an enriching summer internship experience? Do you want to enhance your résumé with hands-on work experience? Do you have a passion for making a meaningful contribution?

Through the generous support of two benevolent foundations, WAICU is currently able to offer 23 summer internships. Spend your summer working for a great nonprofit organization. All of our internships are paid. Student interns receive a \$2,000 summer stipend and a \$3,000 scholarship in exchange for 400 hours of work over 10 summer weeks. Interns gain valuable experience in the nonprofit sector and get a summer of amazing experiences. Internships are located throughout Wisconsin, and offer a wide range of opportunities for many different majors.

Interns are selected by the nonprofit organizations to which they apply.

QUALIFICATIONS AND REQUIREMENTS

To be eligible for the WAICU Nonprofit Internship Program, an applicant must:

1. Be currently enrolled at a WAICU-member college or university
2. Possess and maintain a grade point average of 3.0 (on a 4.0 scale) or better
3. Achieve/maintain full-time status as an undergraduate attending school during the following academic year (*NOTE: Students graduating BEFORE the Fall 2017 term ARE NOT eligible for the program*)
4. Complete 400 hours of service over 10 summer weeks
5. Demonstrate an interest in civic engagement in the nonprofit sector in one or more of the following areas: administration, program management, community outreach, finance, fund development, marketing and public relations, communications, human resources, technology, and other related areas (students from all academic areas are encouraged to apply)

HOW TO APPLY

To apply for any of the WAICU Nonprofit Internship Program opportunities, please e-mail your cover letter and résumé to Carrie Otto, WAICU director of outreach, at carrie.otto@waicu.org with the subject line "Internship Application – [name of nonprofit organization applying to]"

Students may apply for more than one internship position, but must submit a separate cover letter and résumé for each position.

Applications must be received by Monday, February 27, 2017; however, internship sites may select

candidates prior to this deadline, so it is in your best interest to apply as early as possible.

POSITION DESCRIPTIONS

NOTE: Some organizations below have two positions available, as noted next to the organization's name. Students interested in applying to these sites should indicate which position they are applying for. Students may apply for both, but each requires a separate résumé and cover letter.

JEFFERSON COUNTY

Jefferson County Literacy Council (Jefferson)

The Jefferson County Literacy Council (JCLC) is a small non-profit literacy council that provides adult education for: basic skills, English as a second language, preparation for GED testing, digital literacy, health literacy and citizenship. The student intern will work on specific projects required to operate a small business including: computer work (data entry, Word, Excel and Publisher); marketing (brochures, webpage, Facebook, news releases); and fundraising (mail campaigns and special events). The intern will interact regularly with volunteer tutors and learners and may serve as a tutor if interested. The intern works closely with the Executive Director and the program and instructional coordinators. A few Saturdays may be required and some independent work may be done from home to complete the 400 hours. Marketing, education or computer courses are very helpful. The ability to speak Spanish is not required, but is also helpful.

MANITOWOC COUNTY

Hamilton Wood Type & Printing Museum (Two Rivers)

General duties assigned to the intern include maintaining the printing studio facilities – prepping them for rental and workshop use, assisting with gallery exhibitions, photography, and cleaning and sorting type. Preserving and cataloging the type collection is also part of general duties. As the intern's experience progresses, s/he will have the opportunity to work more in depth with the museum's collection and equipment. Printing projects vary with experience and may include 1-3 color registration projects, event promotional materials, notecards, book covers, bookmarks and custom designs. Expectations of the intern include being committed to a job well done, working with a diverse population and a sincere interest in learning. Supervised by the museum director and assistant director, the intern's preferred areas of study include the following: art, history, printing, library science or museum studies.

Holiday House of Manitowoc County (Manitowoc)

Holiday House is interested in obtaining a summer intern who would work with staff in our Employment Services Program. This assignment would be a perfect fit for someone who is seeking a Bachelor's Degree in one or more of the following fields: Vocational Rehabilitation, Human Services, Social Work, Education or a closely related field. The Intern would work with individuals to help prepare them for community employment. Seeking opportunities in the community which match interests sought by our participants would also another aspect of the internship. We are looking for an individual who has good written and verbal communication skills, basic computer skills, and the ability to market services that lead to employment opportunities which are being sought by our participants.

Manitowoc County Domestic Violence Center (Manitowoc)

Interns at the Domestic Violence Center doing business as In Courage receive training to provide advocacy to victims of domestic violence and sexual assault. Depending on the intern's ability, maturity, and comfort level, interns take crisis calls, learn about community resources for the purposes of making referrals, assist with case management of victims using shelter services, assist with legal advocacy for victims and assist shelter clients in goal-setting and problem solving. Depending on the intern's interest, an intern could also observe and/or assist with Family Fun Night, Women's Support Group, Children's Support Group, and Homework Club. Interns also assist with community events that In Courage is involved in. This coming summer promises to be an exciting one since the DVC will be moving to the new shelter. Specific projects an intern would undertake depend on the intern's abilities and interests. Previous interns have developed and then modified the Welcome Packet for shelter residents, planned and facilitated support groups, updated community resource information, researched and presented information on specific topics to staff and/or board members (depending on needs at the time), and organized groups or workshops for shelter residents specific to their needs at that time. There may also be projects and opportunities to work with survivors for sexual assault. Interns may set their own schedule but they are responsible for providing their schedule to their mentor and being at In Courage when they are scheduled. Interns are expected to maintain the strict confidentiality policy and laws provided for victims of domestic violence and sexual assault, act and dress in a professional manner, and be open to learning about domestic violence and sexual assault and their effects on the victims and families. Interns from this program will report to Liz Barthel, Victim Support Navigator (Case Manager). Students who are studying social work, human development, human services, psychology, sociology, and women's studies will do best at the Domestic Violence Center. The DVC prefers students who will be starting their junior or senior years in college and who are self-motivated, independent, and trustworthy.

Manitowoc County Historical Society (Manitowoc)

Enjoy planning and facilitating youth education programs and educational public events? Get hands-on learning experience while helping to bring history alive for various age groups at the Manitowoc County Historical Society. The Society plans an ambitious offering of programs and services during the summer months at our museum and out in the community. During our busy summer season, we offer large scale events such as our Buffalo Bill Wild West Show and also have a strong and successful summer camp schedule and pre-school activities.

The intern will help plan, market, and coordinate summer events and educational programming for various age groups but mostly youth ages 5 to 13. Candidates should be comfortable working with the public for tours and education programs. The intern will be supervised by the Executive Director of the Society. Additional requirements include reliable transportation and the ability to walk moderate distances to conduct tours. Preferred areas of study include museum studies, public relations, marketing or advertising, history, and education.

Manitowoc Public Library (Manitowoc)

Manitowoc Public Library is looking for an enthusiastic individual to join our team as a Summer Intern. This position will work primarily in our Youth Services Department assisting with our Summer Reading Program. They will help cover the Summer Reading Program desk: handing out flyers, promoting the

program, explaining it to parents and children, handing out prizes, stamping booklets, promoting programs and helping sign people up. The Summer Intern will also assist our librarians in organizing, running and monitoring children's programming throughout the summer. This will range from storytimes to coding classes to presenters of all sorts. Finally, this position will assist patrons in finding materials and other projects as determined throughout the summer. We are looking for a creative individual who is good with children, punctual, and outgoing.

Southfield Townhouses Neighborhood Network Learning Center (Manitowoc)

The summer intern will have the opportunity to help create educational programs that will provide personal growth development for youth and adults living at a low-income housing complex of approximately 400 residents. On site activities will include summer camps, field trips, community gardening, literacy programs, Feed the Kid's, summer harvest celebration, classes, and life skill development opportunities. The intern will create monthly newsletters, attend advisory board meetings, develop unique programs, and work with volunteers, residents and community partners. The intern is expected to build and maintain trusting relationships with residents while offering supportive services. During your summer internship you will work closely with the manager of the Learning Center. You will also have the opportunity to create a portfolio of your dynamic learning experiences. Preferred areas of study are education, social work, human development, psychology - open to all majors.

Wisconsin Maritime Museum (Manitowoc)

The Wisconsin Maritime Museum is looking for a Digital & Print Marketing Coordinator. This individual will be charged with developing digital and print content to effectively market the Museum's summer events and programming. This intern will generate content (posts/photos/video/flyers/adverts) to be utilized in an array of traditional and new media marketing, including the Museum's social media sites (Facebook, Twitter, Instagram). The intern will work under the supervision of the Submarine Curator, but will be expected to communicate effectively with other staff members when developing content to ensure accuracy and quality. This individual should be familiar with current social media trends. Marketing and research skills would be beneficial.

Woodland Dunes Nature Center and Preserve (Two Rivers)

Environmental Education and Land Steward Intern: Woodland Dunes Nature Center and Preserve is seeking a motivated student to teach environmental education programs and assist with habitat restoration work such as the removal of invasive plant species and the planting of native species. The intern will also aid in program design, help orient Nature Center visitors and write short articles for the newspaper. The intern should have experience working with people, public speaking and working in the outdoors. Training will be provided, but successful candidates should be comfortable working in a team setting, have experience with children and have an active interest in the natural world. Preferred areas of study include: environmental education, natural sciences, conservation or a related field. The intern will work primarily with the Assistant Director/Education Coordinator, but also with the Executive Director and the Land Management Coordinator.

MILWAUKEE COUNTY

Feeding America Eastern Wisconsin (Milwaukee)

The Advancement Intern for Feeding America Eastern Wisconsin will perform a wide range of tasks to support the Marketing & Communications and Development Department. This candidate will assist with collateral and communications materials, including newsletters and community success stories. The intern will also help support media relations and reporting analytics. Additional tasks will support our community facing third-party events and programs. The ideal candidate will have strong computer skills to aid in our donor database management. Strong written and verbal communications are key as this candidate will have interaction and engagement with our supporting businesses and community donors. Candidates must have access to a vehicle for transport to and from work and event sites.

Lutheran Special School & Education Services (Milwaukee)

Lutheran Special School & Education Services (LSSSES) is seeking an intern to assist the development/PR department during the summer months when school is not in session. General duties would include assisting with special events, marketing correspondence, volunteer recruitment, sponsor solicitation, donor relations, and data entry/office coordination. There will also be tasks involving social media, publications, promotional materials, and website content. The intern would be closely involved with the planning and executing of our “*Krankin’ for Kids*” charity bike ride, scheduled for September 9, 2017. The candidate should be self-motivated and disciplined to be able to work in a non-structured, sometimes non-supervised, environment. It is essential that the intern has the capability for remote access through laptop and wireless connectivity. This summer LSSSES will also be relocating to a new facility so there will not be an office location during the transition. However, as the development work and mission of LSSSES must continue with an elevated effort, having the additional intern on staff over the summer will be very beneficial. The intern would be mainly supervised by Amy Schultz, Director of Communications. A candidate in the field of public relations/marketing, fund development, communications, and/or event planning would be preferred.

Wisconsin Conservatory of Music (Milwaukee)

The position will have the opportunity to work with two departments at the Conservatory: Education and Administration. General duties include assisting with Conservatory camps, registration and database entry, providing the highest level of customer services in all areas of customer relations and supporting all education programs, classes, camps, and special events as requested. The position reports to the Chief Operations Officer. Skills required include the following; strong communication skills, basic knowledge of and experience with database management, time management, and customer service; knowledge of business and education practices; and appreciation for music education. This individual must show exceptional maturity and work ethic and follow the mission of the Conservatory and the policies of the President and Board of Directors. A background and/or interest in education is a plus.

Zoological Society of Milwaukee [two positions available] (Milwaukee)

The Zoological Society of Milwaukee is looking for *two interns* join our team of educators and volunteers in working with youth ages 2-14 in our Summer Camps. Responsibilities include:

Lead educational activities & lead Zoo camp tours for ages 2-14 (primarily working with ages 4-11); help prepare classroom materials; supervise and evaluate high school assistants; complete 8 reflective dialog journal questions with supervisor; and learn to analyze and develop their skills as a career professional. Some team-teaching opportunities are available to those who apply. Potential to return a second summer as a 2nd year intern once the 1st year internship is complete (mentor 1st year interns & assist with training) or a Teaching Intern (lead teach up to 15 days per summer, mentor 1st year interns & assist with training).

We expect 1st year interns to have the following qualifications: Interns need to have some experience with children and display public speaking skills such as enthusiasm, voice inflection and varied facial expressions. Interns must exhibit professional characteristics such as a positive attitude, ability to show initiative on tasks, emotional maturity and self-responsibility and be able to walk the Zoo for a minimum of 2 hours each day. Interns MUST attend required trainings: May 31, June 1-3, 5-8, 12 (approx. 8 a.m.-4 p.m.) and June 8 (12 p.m.-8 p.m.). Interns are trained by and report to Patty Trinko and MaryLynn Conter Strack. Intern positions are open to any major of study, however education and science majors usually apply.

ROCK COUNTY

Boys and Girls Club of Janesville (Janesville)

The Youth Development Coordinator Intern (YDPCI) is a fun and positive position. The duties of the YDPCI will be to plan, organize and facilitate youth programs and activities that appeal to all ages, genders and cultural backgrounds. The YDPCI is personally involved in Club programming and demonstrates high levels of enthusiasm towards Club members and visitors while encouraging participation and ensuring a safe and positive climate for all members at all times. They will work along with all of the staff and have many opportunities to learn as much as they are willing about Boys & Girls Club.

Cornerstone of Hope (Janesville)

An intern at Cornerstone of Hope will be taught all the operational aspects of running a non-profit, from the legal documents required to the necessity of fund development. In addition, Cornerstone of Hope will utilize a summer intern for the administrative duties of our non-profit organization, which will include writing and creating newsletters for our various programs, and assisting our fund development team with grant writing, developing promotional pieces, and fundraising events. An intern would also assist in maintaining our website, maintaining our Facebook page, keeping documentation for our donations, and assisting our Executive Director when needed.

Hedberg Public Library [two positions available] (Janesville)

First Position – Youth Services Intern

Full-time rising sophomore, junior or senior for summer 2017. The ideal candidate will have excellent communication skills, an interest in books and literacy and a desire to serve children, teens and caregivers in the Youth Services Department of a mid-sized public library. Previous experience working with children is essential. Following orientation and training conducted under the direction of the Head of Youth Services and supervisor Julie Westby, Children's Librarian, the intern will provide positive and

effective face-to-face interaction with patrons at public desks in the Children's Room and/or Teen Central. The intern will help promote the summer library program at school visits, prepare materials and assist with crafts and other programs, as well as create trivia games and other activities for children and/or teens. The intern will work with library staff to engage and assist children and teens in using technology including digital applications. In addition, the intern will accurately record information and statistics for the department. A working knowledge of Microsoft Office, including Excel, is required. As a vital part of a busy department, the intern must display a friendly demeanor, demonstrate an excellent work ethic and exhibit a team-play attitude. Tours or observation in other departments of the library may be arranged based upon the interests of the intern.

Second Position – Administrative Intern

The individual chosen as an Administrative Intern at the Hedberg Public Library will participate in a variety of tasks common to a public government entity/library. These activities will include: assisting with the Programming and Outreach of library activities, such as working with our Bookmobile at neighborhood events, attending the county fair, promoting the library at summer events, and assisting library staff with our summer promotions. Duties will also include administrative activities, such as preparing a Board packet and distributing it to the appropriate outlets, processing accounts payable and prepping financials for payment, attending 2018 Budget discussion sessions, and filing and organizing Foundation financial documents. The intern will also assist in writing a grant that could help fund a library service program (Growing a Reader). Other activities would include assisting JATV (the community access station housed here at the library) or JM4C (Janesville Mobilizing 4 Change, a community coalition that is a division of the library).

Milton Historical Society (Milton)

Qualified applicants will participate in the day to day operations and management of a house museum and well-established historical society. Through direct interaction with the executive director, the student will acquire a vast array of the skills necessary to successfully operate a small business, tourist destination, and modest sized museum/archive. Student will expect to attend and participate in committee and board meetings, gain a working knowledge of archival management and give tours (as needed) and interact with the public as a representative of the organization. Students interested in tourism, small business management, archival/library studies or history are encouraged to apply.

Rock County Historical Society [two positions available] (Janesville)

First Position – Museum Education Internship

The Museum Education Internship will allow students the chance to hone teaching skills and gain in-depth experience in the design and implementation of fun, innovative educational programs and experiences. Working closely with the Education Curator, along with other staff, the intern will be given the chance to take a lead on a project, make decisions, and see it come to life, all while gaining skills in their ideal field. Specifically, RCHS is looking for a candidate who can help with the following: Primary Project: Research and design new material for the RCHS Historic Walking Tours, utilizing a third-party application called the Clio. This involves researching buildings and places, taking photographs, and uploading material to the app. Possible Secondary Projects: E3 program support. This may involve planning, set up/take down,

and execution of programs in the summer season. If interested, interns may also take the opportunity to lead events in conjunction with the Education Curator, as well as assist in designing new travelling exhibits for the organization. This task involves project management, research and writing of plan, working within a curriculum, designing an experience, and reaching out to the public. The intern would also lead tours of the Lincoln-Tallman House and assist with summer outreach events, including helping our Story Squad capture people's opinions and pictures at programs and events. The intern would also research and implement new Historic Gardening programs and initiatives.

The internship will be supervised by Nathan Fuller, Education Curator. Qualified applicants will possess the following: Interest in creating accessible historic narratives; major in history, sociology, education, museums, science or anthropology; creativity and imagination; strong organizational skills; app use, web design, social media marketing skills; willingness to work independently in a self-guided manner; adaptable to changes in workflow and variability of projects; customer service skills, public speaking experience, and be a team player.

Second Position – Collections Intern

The Collections Internship offers students who are interested in working in a museum the chance to see the object side of telling stories in exhibits. Because RCHS has both exhibits as well as a historic house, interns will have the opportunity to learn about the various challenges and advantages of storing and displaying objects in both environments. Working closely with the Curator and Collections Manager, the intern will have the chance to work with PastPerfect (our object database software) to catalogue objects, handle objects, rehouse objects, rotate objects on and off exhibit, and access new objects as they arrive in the museum. Interns will work with the Curator to move objects.

The internship will be supervised by Laurel Fant, Curator and Collections Manager. Qualified applicants will possess the following: ability to work independently on projects, creative problem solving, basic knowledge of material, research basics, basic sewing, as well as word processing and general computer skills (Office software, email). Related Majors/Interests: History, anthropology, conservation sciences (object repair and maintenance), Public History, English, and Museum Studies.

Rotary Botanical Gardens (Janesville)

Rotary Botanical Gardens of Janesville, Wisconsin seeks a garden education intern for the summer of 2017. The education intern will manage the development and implementation of a project to standardize educational tours at Rotary Botanical Gardens (RBG) according to Wisconsin educational standards and benchmarks. Working with RBG staff and volunteers, the intern will develop guided-tour educational programs for the following age groups: pre-K through 2nd grade, 3rd-5th grade, 6th-8th grade, high school, and college. Written materials will be developed and produced for the program, including pamphlets, posters, and digital documents that will be available for social media. Under the supervision of the Gardens' education coordinator, the intern will research existing successful garden tour programs, attend and lead organizational meetings with staff and volunteers, and then develop the RBG tour program. The ideal candidate for this position will have a strong interest in environmental educational programming, possess strong writing and computer skills, and be able to pass a background check. Applicants must currently be enrolled in a Wisconsin private college program and have completed their sophomore year or higher.

YWCA of Rock County (Janesville)

General duties assigned to the intern include: extrapolating and composing data from surveys and other material from the domestic violence survivors in our shelter and Immigrant Outreach Program. Specific projects the intern would undertake include analyzing data to determine trends and other supporting information. Expectations of the intern are to lend expertise for projected outcomes in data collection. The work supervisor will be the director of our domestic violence shelter as well as the director of the Immigrant Outreach Program. Preferred skill set is the ability to determine trends and projections from statistical data.

Qualifications, application procedures, and position descriptions can also be found at <http://www.waicu.org/working-students/student-jobs-internships/waicu-nonprofit-internship-program>. Position descriptions will be removed from the site once they are filled, so please check often to see if the position you wish to apply for is still available.

Please contact Carrie Otto, WAICU director of outreach, at carrie.otto@waicu.org or 608.204.5237 with any questions or concerns.