



2021 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 27 summer internships. Spend your summer working for a great nonprofit organization. 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, as well as attend the WAICU Internship Institute, which will be a virtual event in the spring. 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 cumulative 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 2021 term ARE NOT eligible for the program*).
4. Complete the WAICU Internship Agreement Form and W-9 Form, and commit to 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, education, 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 Stahl, WAICU Director of Outreach, at carrie.stahl@waicu.org with the subject line "Internship Application – [name of nonprofit organization applying to]". Please include your cumulative GPA and anticipated graduation date in your résumé.

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 **March 25, 2021**. 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 multiple 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 should submit a separate résumé and cover letter if applying for multiple positions.

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 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 virtual 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 to complete the 400 hours. Marketing, education, or computer courses are very helpful. The ability to speak Spanish is not required but is very helpful.

Note: Jefferson, WI is located 50 miles west of Milwaukee and 35 miles east of Madison. Summer housing opportunities are limited. Interested candidates should live within a commutable distance of Jefferson.

Johnson Creek Public Library (Johnson Creek)

Join an energetic team of dedicated library professionals at Johnson Creek Public Library (JCPL) to roll out our biggest program of the year! The intern will assist with our Summer Learning Program (SLP) which includes a reading challenge, prize giveaways, and special programs. Hundreds of people participate each year and the JCPL staff need help with the increased volume of items circulating, data tracking, and managing the extra programs. The intern will work directly with the Library Director to create and implement programs and activities, learn how to track and evaluate data, shelve library materials, create displays, and provide excellent customer service to library customers. This fun job requires someone skilled at multi-tasking and who enjoys creative thinking and collaboration. Candidates who are studying librarianship, teaching, or a related field are preferred, but anyone who is passionate about reading and serving the community is welcome to apply!

MANITOWOC COUNTY

Ascend Services Inc. (Manitowoc)

The mission of Ascend Services Inc. is to promote individual growth through community experiences, education and employment opportunities to children and adults with diverse abilities. The summer intern would work with the Coordinators of each of our programs: Employment, Home, and Community Based Services. This position would include working with participants to enhance their employment and life skills which will prepare them for competitive employment. This position would be a perfect fit for someone who is seeking a bachelor's degree in one or more of the following fields: Education, Special Education, Human Services, Social Work, Education, or a closely related field. Strong leadership and organizational skills, effective program solving skills, a commitment to serving others, and good written and verbal communication skills are all critical qualities for this position.

Hamilton Wood Type & Printing Museum (Two Rivers)

The Hamilton Wood Type & Printing Museum is seeking a motivated and creative student to support graphic design, marketing, and programming functions for summer 2021. Hamilton is the only museum dedicated to the preservation, study, production, and printing of wood type. With 1.5 million pieces of wood type our collection is one of the premier collections in the world. The intern will assist with a wide range of projects, including graphic design work, marketing initiatives, and online events. The intern will work closely with our Program Officer to implement a fresh branding system, assist with new online programs, and execute layouts for all marketing channels including website, social media, and email outreach. Candidates should possess working skills in Microsoft Word and Adobe Creative Suite on Mac platform - specifically Photoshop, Illustrator, and InDesign. Candidates should also be able to work independently and in partnership with a team, have basic graphic design knowledge, and a strong work ethic. No previous experience with letterpress printing is required. Throughout the internship, the intern will have the opportunity to work with more of the museum's collection and equipment. Letterpress printing projects during the internship vary with experience and may include 1 to 3 color registration jobs, event promotional materials, and custom designs.

InCourage (Manitowoc)

InCourage provides direct service to victims of domestic violence and sexual assault. Our main program is our emergency shelter for victims and general duties of the intern would be assisting shelter staff in managing the shelter. This would consist of answering the crisis line, completing intake, and providing supportive services to victims who are residing in our shelter. There are a variety of different projects that the intern can work on depending on their level of interest: hands on work with victims who are trying to navigate the legal system, creating daily goals with victims, or creating play activities for children. The intern's supervisor is willing to help guide the project and tailor it to what the intern is interested in. It would be expected of the intern to keep open communication with their supervisor, and the preferred areas of study for candidates are Social Work, Human Services, Psychology, or other related field.

Lester Public Library (Two Rivers)

Promote, interact, educate, and entertain (whether in person, virtually, or a hybrid) as you work with professionals in the library and education fields to conduct the summer reading program “Tails & Tales!” at the Lester Public Library in Two Rivers, Wisconsin. Typically, this annual endeavor brings more than 3,500 children and their families into the library for special programming. General duties will include assisting in all areas of the program such as creating book displays and other program decorations, preparing materials for in person or “to-go” programs, assisting children with projects and activities if the building reopens, and re-shelving library materials. The library is looking for a highly energetic, motivated, creative individual who is able to work independently and collaboratively. Experience working with children, an interest in libraries, and a willingness to try new ideas is preferred. The Youth Services Coordinator is the direct supervisor for this position.

Manitowoc County Historical Society (Manitowoc)

Enjoy planning and facilitating youth and public programs? Get hands-on learning experience while helping to bring history to life for various age groups at the Manitowoc County Historical Society. Interns help plan, market, and coordinate summer events and educational programming for various age groups. 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, or education.

Manitowoc Public Library [2 positions available] (Manitowoc)

Manitowoc Public Library is looking for enthusiastic individuals to join our team as Summer Interns. This position will work primarily in our Youth Services Department assisting with our Summer Reading Program. Interns will help promote and register patrons of all ages for the Summer Reading Program, explain the program to patrons, hand out prizes, and help keep track of participation. Summer Interns will also assist our librarians in organizing, preparing, creating, running, and monitoring children’s programming throughout the summer. This will range from creating scavenger hunts and passive activities to assisting with story times, crowd control during large programs, to running hands-on STEAM (Science, Technology, Engineering, Art, and Math) activities, and more! Finally, this position will assist patrons in finding materials, provide direct customer service on the Youth desk, and other projects as determined throughout the summer. We are looking for creative individuals who love working with people (especially children and teens!), is punctual, self-motivated, works independently, is comfortable working with technology, and is outgoing.

Southfield Townhouses Neighborhood Network Learning Center (Manitowoc)

The summer intern will have the opportunity to help create educational programs that will provide personal and professional growth development for youth and adults living at an income-based housing complex of approximately 400 residents. Activities will include summer camps, field trips, July 4th celebration, food share and pantry program, community gardening, literacy programs and Manitowoc Public School Summer Academy, summer lunch program, garden harvest celebration, classes, and life skill development opportunities. The intern will create monthly newsletters, attend quarterly advisory

board meeting and resident community potluck, develop unique programs, and work with volunteers, donors, residents, and community resource partners. The intern is expected to build and maintain trusting relationships with residents while offering supportive services. The intern will work closely with the manager of the Learning Center and can create a portfolio of dynamic learning experiences. All programming, services, and activities will be offered in a safe format (virtual and/or face-to-face) and contingent upon the current health and safety policies. Preferred areas of study are education, social work, human development, psychology ~ open to all majors.

Wisconsin Maritime Museum (Manitowoc)

The Wisconsin Maritime Museum is seeking a Social Media Intern for Summer 2021. This individual should be passionate about online engagement, a creative problem-solver, and willing to try new ideas. In 2020, the museum had to quickly transition to primarily connecting with people on our website and through our social media channels. The Social Media Intern will work closely with staff to continue this important work in an accessible and inclusive way. The intern will report to the Director of Education and Programs, who oversees all front-facing museum activities. Together, they will craft social media campaigns and the intern will be responsible for implementing them. The ideal candidate is a self-starter with experience on social media platforms like Facebook, Instagram, Twitter, and YouTube. They should also have excellent writing and copy-editing skills. A love of history is preferred. Our social channels ultimately all support our mission to “connect all people with Wisconsin’s waterways” and the intern will play a vital role in that.

Woodland Dunes Nature Center and Preserve (Two Rivers)

Woodland Dunes Nature Center and Preserve is seeking a motivated student to teach environmental education programs to children ages 4-12. The intern will also aid in program design, help with special events, greet and orient Nature Center visitors at the front desk, assist with citizen monitoring projects and help with daily operations. The intern should have experience working with children and working in the outdoors. Training will be provided, but successful candidates should have experience with children, have an active interest in the natural world, and be comfortable working in a team setting. Preferred areas of study include: environmental education, natural sciences, conservation, or a related field. The Environmental Education Intern will primarily work with the Education Coordinator.

MILWAUKEE COUNTY

Feeding America Eastern Wisconsin [2 positions available] (Milwaukee)

Development Intern

The Development Intern for Feeding America Eastern Wisconsin will perform a wide range of tasks to support the Development and Communications Department. This candidate will assist with company food drives, community facing third-party events, and our Grateful Plate Gala. Additional programs and support include assisting with volunteer recruitment and engagement, researching prospects and communication support. The ideal candidate will have strong computer skills, including Excel and Word. 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. This position will be overseen by the Donor Relations Manager and the VP of Development and Communications.

Retail Sourcing Intern

The Retail Sourcing Intern is a member of the operations team under the direction of the Retail Sourcing Manager at Feeding America Eastern Wisconsin. The position is primarily responsible for supporting and monitoring the retail relationship and program compliance for Southeastern Wisconsin to meet our mission and annual goals. The Retail Sourcing Intern will track sourcing of all food and non-food product in collaboration with local retail stores and distribution centers. The Retail Sourcing Intern will support and monitor Direct Connect partnerships through scheduled site visits, coordinated store visits, and troubleshooting support.

Literacy Services of Wisconsin (Milwaukee)

The Program Support Intern works closely with our Adult Education programs across Literacy Services of Wisconsin sites. The general duties include administrative support and student support both virtually and in-person. The intern would specifically be involved in a project to align curriculum development across adult education programming. Expectations include previous experience in teaching diverse adult populations, proficiency in Microsoft Office/Google applications/video conferencing applications, and an ability to work in a cooperative and professional manner with staff members/volunteers/learners. The intern would report to the Downtown Program Support Specialist. A strong interest in the education field is required.

Oak Creek Public Library (Oak Creek)

The Oak Creek Public Library is looking for an energetic individual to join our Youth Services Department and assist with the Summer Reading Program. This position includes working with patrons at the Children's Service Desk and helping staff members with programs for children, teens, and their caregivers. Our intern will help with early literacy story times, activities for school-aged children, the teen volunteer program, and passive activities. Candidates must have excellent communication skills, as well as experience working with children. Our intern will work under the direction of the Youth Services Manager to learn the everyday responsibilities of working in a vibrant, public library setting. Students who are interested in youth librarianship, education, or other related fields are encouraged to apply.

Wisconsin Conservatory of Music [2 positions available] (Milwaukee)

Marketing Intern

The Marketing Intern at the Conservatory will assist the Marketing Department. Duties include: contributing to the Conservatory's marketing campaigns and digital footprint, including: videography, graphic design, written content and other assets for website, social media, and other platforms. The intern will also assist in reporting, analytics, research, CRM/database system, and additional administrative duties. The intern will represent the Conservatory as brand ambassador at in-person/digital events, as applicable and prudent during a pandemic. Preparing for the Conservatory Fall 2021 Instrument Drive

will be another task, as well as other duties as assigned. Skills that will be helpful in this position include: Knowledge of Adobe Creative Suite, Microsoft Office, web/html, and social media platforms. A background in SEO, graphic design, and/or analytics is helpful but not required. 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.

Student Services and Operations

The Student Services Intern at the Conservatory will assist the Student Services and Operations Departments. This will include assisting with student registration, customer service, project management, and data entry. This intern will assist in the implementation of the Conservatory's re-opening plan and other duties as assigned. This individual must show exceptional maturity and work ethic and follow the mission of the Conservatory and the policies for the President and the Board of Directors.

Zoological Society of Milwaukee [2 positions available] (Milwaukee)

The Zoological Society of Milwaukee's Conservation Education Department is looking for *two interns* to join our team of educators and volunteers working in our summer enrichment (Zoo Camp) programs. Interns selected will help educate children ages 2-14 about science, animals, and conservation through interactive teaching strategies. Successful candidates will assist instructors in classroom educational activities and lead Zoo tours, supervise and evaluate high school assistants (volunteers), prepare classroom materials, and other duties related to Zoo Camp as assigned. Interns will receive ongoing training and professional mentoring from Society Conservation Education staff. Tentative dates for this 10-week internship run from the beginning of June until mid-August 2021. Internship positions are open to any major of study for those passionate about education, conservation, wildlife, natural resources, and/or social sciences (e.g., informal or formal education, conservation, zoology, biological sciences, forestry, human dimensions of natural resources, psychology, etc.). Interns will report to the Senior Manager of the Society's Education Resources and Training.

ROCK COUNTY

Beloit Historical Society [2 positions available] (Beloit)

Exhibit Development Intern

The Exhibit Development Intern will aid in preparing the society for re-opening to the general public. Through the development of one to two exhibits, the intern will gain experience with research on baseball and general local history, the writing of an interpretive narrative, recognition of needed materials and the creation of a project budget. The project will be completed with the physical installation of images and artifacts in two Beloit Historical Society galleries; the Sports Hall of Fame and the Community Room. The exhibits will function to engage with the community and increase visibility of the historical society. The Executive Director will supervise the intern, providing training and guidance as each project proceeds. Ideal candidates have excellent research and communication skills, work well independently and as part of a team, and can work remotely as needed. The preferred areas of study are history, museum studies, education, or related field.

Collections Management Intern

The Collection Management Intern will conduct an inventory of historic artifacts, photography, data entry into a museum collections database, and learn to recognize a variety of collection issues and how to resolve them. This project aids the Beloit Historical Society staff in gaining a deeper understanding of the content of the collections and increases resources for the development of programs and exhibits. The Executive Director will supervise the intern, providing training and guidance as each project proceeds. Ideal candidates have excellent research and communication skills, work well independently and as part of a team, and can work remotely as needed. The preferred areas of study are history, museum studies, education, or related field.

Boys & Girls Club of Janesville (Janesville)

The Summer Camp Program Intern helps plan and implement Boys & Girls Clubs of America programming/activities focusing on academic success, healthy lifestyles, good character, and citizenship skills for youth ages 6-12. The Summer Camp Program Intern is responsible for implementing a mentoring program, which provides one on one or small group mentoring to 15 youth. The intern develops activities for mentoring sessions with guidance from the program manager. Experience working with youth is preferred but not required. Preferred areas of study: social work, education, psychology, human services, and sociology.

Hedberg Public Library [3 positions available] (Janesville)

Administration/Express Branch Library Intern [1 position]

This position will be split between Administration at the Hedberg Public Library and working at the HPL Express Branch at the Uptown Mall. There may also be an opportunity to do some outreach with our Bookmobile (depending on the pandemic situation). The Administration portion of the internship includes clerical work, displays to prepare for the holidays, policy development/editing, and other duties as assigned. Approximately 40% of the time will be spent working Administration duties. The remaining 60% will be at the HPL Express. Some duties will include working the desk and assisting patrons, while the majority of time will be spent working on take home crafts and other items associated with the Summer Reading Program. The intern will be putting together packages that parents can take home to do with their children. Library staff will develop some of the packages, while the intern will be allowed to come up with some of their own ideas (with assistance from library personnel). As this is a position with many different types of tasks the intern should be comfortable wearing many different hats and be able to do some self-directed work. The head supervisor for the intern will be the Library Director.

Youth Services Intern [2 positions]

The Hedberg Public Library in Janesville, WI seeks a candidate with an interest in books and literacy, as well as a desire to serve children, teens, and caregivers in the Youth Services Department. Previous experience working with children, and excellent communication skills are essential. Under the supervision of the Youth Services Librarian, the intern will assist patrons at public desks in the Children's Room and Teen Central. The intern will help promote the summer library program and play a vital role

in the day-to-day operations of the program, including: preparing materials, assisting with crafts and other programs, and creating trivia games and other activities. The intern will work with library staff to engage and assist children and teens in using technology. The intern will work with at least one Youth Services staff member to develop their Storytime and presentation skills, develop effective Storytime plans, and take the lead in planning and presenting at least one Storytime program. With the support of a Youth Services staff member, the intern will also plan and implement at least one additional library program. In addition, the intern will accurately record information and statistics for the department, so a working knowledge of Microsoft Office, including Excel, is required. As a vital part of a busy department, the intern should display a friendly demeanor, demonstrate an excellent work ethic, and exhibit a team-player attitude. Library outreach and some programs do occur in various locations throughout the city, so reliable personal transportation may be helpful. Tours or observation in other departments of the library may be arranged based upon the interests of the intern.

YWCA Rock County (Janesville)

An intern in the Racial Justice program will have the opportunity to assist with the planning of the following programs and projects: Courageous Conversations, Diversity Action Team events, Lunch and Learns, Race to Equity Rock County report, and our 7th annual Racial Justice Conference. The student serving as our summer intern will be expected to begin work on time, demonstrate consistent attention to detail, be curious, support our mission, and communicate and engage with our internal staff and community partners in a professional manner. The work supervisor for the intern will be the YWCA Rock County Racial Justice Director. Candidates with alignment to our mission are encouraged to apply. The mission of the YWCA Rock County is to eliminate racism and empower women.

Qualifications, application procedures, and position descriptions can also be found at <https://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 Stahl, WAICU Director of Outreach, at carrie.stahl@waicu.org or 608.609.4606 with any questions.