



## 2020 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 25 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 with their mentors on April 17, 2020 in Milwaukee. 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 2020 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, 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 Kathy Paul, WAICU Project Administrator, at [kathy.paul@waicu.org](mailto:kathy.paul@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 **February 28, 2020**. 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 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 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.

## **MANITOWOC COUNTY**

### **Ascend Services Inc. (Manitowoc)**

Ascend Services Inc. is interested in obtaining a summer intern who would work with participants being serviced in our Prevocational Services and Day Services Program. Ascend services provides services to more than 200 individuals with diverse abilities in a variety of settings. Our mission is to promote individual growth through community experiences, education and employment opportunities. Our support services are designed to inspire and empower individuals to ascend toward their personal and vocational goals by connecting them to resources within our community.

This position would include working with participants to enhance work skills which will prepare them for competitive employment, as well as development and implementation of curriculum-based activities to help provide education in the area of enhancing job skills. 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. Top candidates should have strong leadership and organizational skills, demonstrate effective program solving skills, understand that serving others is an important component of this position, and must have good written and verbal communication skills.

### **Hamilton Wood Type & Printing Museum (Two Rivers)**

The Hamilton Wood Type & Printing Museum is seeking a motivated and creative student to support graphic design and marketing functions for summer 2020. 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. You'll assist with a wide range of projects, including digital initiatives and printed collateral. You can look forward to working closely with the Assistant Director to implement a new branding system at the museum, work on exhibition design, and execute layouts for all marketing channels including website, social media, email marketing, direct mail, and point of sale. Candidates should possess working skills in Microsoft Word and Adobe Creative Suite on Mac platform - specifically Photoshop, Illustrator, and InDesign. Other desired qualities are the ability to work independently, as well as in partnership with a team, knowledge of basic layout and digital typesetting, and a strong work ethic. No previous experience with letterpress printing is required and as your printing understanding progresses, you'll 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 County Domestic Violence Center (Manitowoc)**

Interns at InCourage receive training to provide advocacy to victims of domestic violence and sexual assault. The intern's responsibilities would be to maintain strict confidentiality, including compliance with Non-Disclosure statues and other confidentiality requirements, as well as maintaining a high level of professionalism when representing InCourage in any capacity. The intern should remain empathetic, non-judgmental and emotionally supportive when working with survivors. Open communication should be maintained with their supervisor, especially in regard to the requirements of the internship, the intern or volunteer's expectations and hopes, and any issues that may arise. Intern duties may change daily. Depending on the intern's maturity, ability, and comfort level they may take crisis calls, learn about community resources, assist with legal advocacy for victims, and assist shelter clients with goals and problem solving.

There are several activities that the intern can assist with which would be Family Fun Night, Homework Club, Mom's Group, Women & Children's Support Group. If the intern is interested, they can also create an activity to engage with the residents. Other projects and activities could include data input and entry, gathering and interpreting stats and data, attending community committee meetings, assisting families/individuals in meeting their needs and with their family routine, and supporting healthy interaction between families. The intern will report to the 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 InCourage. InCourage prefers students who will be starting their junior or senior year in college and who are self-motivated, independent, and trustworthy.

### **Lester Public Library (Two Rivers)**

Promote, interact, educate, and entertain as you work with professionals in the library and education fields to conduct the summer reading program "Imagine Your Story!" at the Lester Public Library in Two Rivers, WI. 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, prepping program materials, assisting children with projects and activities, re-shelving library materials, and maintaining dramatic play areas in the youth department.

A major building-wide transformation is in the works: the laying of 25,000 square feet of carpet over a new electrical system to usher in a new era of technological connectivity. This year's summer intern will play a vital role in preparing youth services spaces and materials for the project. 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 things is preferred. The Youth Services Coordinator is the direct supervisor of 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 (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 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. The Summer Intern will also assist our librarians in organizing, prepping, 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 at the Youth desk, and other projects as determined throughout the summer. We are looking for a creative individual who loves working with people (especially children and teens!), is punctual, self-motivated, works independently, 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, 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 meetings and resident community potlucks, 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. During your summer internship experience 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 seeking an Education Intern for Summer 2020. This individual should be passionate about education, willing to work with a diverse audience and a motivated self-starter. With over 50 events planned for 2020, it's an exciting time to work at the Maritime Museum. We are excited to continue offering programs for all visitors like Sensory Friendly Mornings, and our WAICU intern would be a vital part of the programming team.

The Education Intern would report to and work closely with the Director of Education & Public Programs, coordinating educational programs, booking and leading field trips, assisting with marketing programs and leading independent projects. Past independent projects have included exhibit creation, curriculum development and collections management. The ideal candidate comes from any area of study but is passionate about making education equitable and museums accessible to all.

### **Woodland Dunes Nature Center and Preserve [2 positions available] (Two Rivers)**

#### *Environmental Education Intern*

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, orient Nature Center visitors, and assist with citizen monitoring projects. The intern should have experience working with children 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 Environmental Education Intern will work primarily with the Education Coordinator.

#### *Land Management Intern*

Woodland Dunes Nature Center and Preserve is seeking a motivated student to assist with habitat restoration work such as the removal of invasive plant species and the planting of native trees and shrubs. The intern will work with and lead groups of land management volunteers, help with trail maintenance and assist with citizen monitoring projects. The intern should have experience working with people and working in the outdoors. Training will be provided, but successful candidates should be comfortable working in a team setting, working outdoors and have an active interest in the natural world. Preferred areas of study include: natural sciences, conservation, ecology or a related field. This intern will work primarily with the Land Management Coordinator.

## **MILWAUKEE COUNTY**

### **Discovery World (Milwaukee)**

Design Futurist Interns work with our team in the Kohl's Design It! Lab and throughout Discovery World. The intern will be given the chance to function as an in-house prototyper and workshop assistant in a professional setting. They will learn how design can be taught in a public setting while gaining valuable customer service skills. They will also be introduced to industrial design tools and equipment such as vacuum formers, heat sealers, a sample cutter, and laser cutters. As far as the major of study, we have had biomedical engineers to illustrators to theater majors. Anyone with an interest in working with kids and building projects to further a quest for innovation is welcome to apply.

### **Feeding America Eastern Wisconsin (Milwaukee)**

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 for our summer workplace giving campaigns. The ideal candidate will have strong computer skills including Excel and Word. Excellent 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 Director of Development and Communications.

### **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. The position includes working 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, hands-on activities for school-aged children, the teen volunteer program, and pop-up activities in the Children's Room. Candidates must have excellent communication skills and 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 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)**

#### *Education Intern*

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.

### *Operations/Event Management Intern*

This intern will assist the Conservatory with event management throughout the summer including recitals, Jazz Jams, camps, Democratic National Convention events, 3rd of July, Music Hours, open houses, and other events. This will include set-up, project management, data entry, and customer service. Other duties as assigned. 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.

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

The Zoological Society of Milwaukee is looking for *two interns* to join our team of educators and volunteers in working in our Summer Camps. 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 2020. 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 (Beloit)**

The Beloit Historical Society is seeking an intern to research and develop exhibit plans for three small mobile exhibits and one display panel. The exhibit plans will consist of interpretive narratives, lists of artifacts and images to be used, specifications and a budget for constructing the exhibits which will be built during early 2021. When completed, the exhibits will be rotated for display at various businesses and public spaces such as libraries, City Hall, the Beloit Convention & Visitor Bureau, Beloit Chamber of Commerce, and nursing homes. The exhibits will function to share Beloit history with the community, engage viewers to enhance pride in the community, and increase the visibility of the historical society.

Supervised by the Executive Director, the intern will utilize research and communication skills to research themes related to Beloit history and create an exhibit plan for each of the three exhibits and a display panel. The ideal candidate has excellent research and communication skills, works well independently and as part of a team. The preferred areas of study are history, museum studies, education, or a related field.

### **Boys & Girls Club of Janesville (Janesville)**

Spend your time making kids smile! Love working with kids? Boys & Girls Club of Janesville is the ideal place, full of hands-on, active fun. As a Program Intern, you'll help plan, organize, and lead fun and

educational activities for youth ages 6 to 17. During your time with Boys & Girls Club, we want you to gain valuable career experience working hands-on with youth, assisting with implementing creative and educational programs and activities, and advancing the mission of a well-respected nonprofit organization. While interning at Boys & Girls Club of Janesville, you will help plan programs focusing on academics, healthy lifestyles, and leadership skills, ensure safety of all Club members, and make a difference! In the past, interns have implemented grant funded mentoring programs and helped gather data to show academic improvement among members.

### **Hedberg Public Library [3 positions available] (Janesville)**

#### *Express Branch Library Intern [1 position]*

The Hedberg Public Library is looking for someone interested in interning at our new HPL Express Branch Library located in the Janesville Mall. The library recently was gifted 3000 sq ft of space by the mall to have a Branch Library, and we began operations on Sept. 16th, 2019. The intern would be expected to conduct programs and activities as part of our Summer Library Program, with a focus on children up to the age of 12. The branch allows for great flexibility and creativity, and the intern will certainly have the ability to express themselves in designing activities specifically for that location. The HPL Express Branch has 3 dedicated staff assigned to the location and the intern will primarily work side-by-side with those individuals.

#### *Youth Services Intern [2 positions]*

Full-time rising sophomore, junior or senior for summer 2020. 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 Youth Services 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 and play a vital role in the day-to-day operations of the program. They will also prepare materials and assist with crafts, other programs, and create trivia games and activities for children and/or teens. The intern will work with library staff to engage and assist children and teens in using technology. The intern will have the opportunity to take the lead in planning and presenting at least one program over the course of the summer, as well as one Storytime program.

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-player attitude. Library outreach and some programs do occur in various locations throughout the city, so reliable personal transportation may be helpful for the intern. Tours or observation in other departments of the library may be arranged based upon the interests of the intern.

**Rock County Historical Society [2 positions available] (Janesville)**

*Archives Intern*

This Intern will work with the Archives and Research Manager to assess donated materials, find homes for them in the archive, and describe the items in our catalog. Additionally, they will use software to scan, edit, and post images into our growing database. This intern will also assist with general archive related business, such as research, indexing, and customer service. The ideal intern will be someone interested in history, library services, or archive collections. The intern will be working under the supervision of our Archives Manager.

*Education Intern*

The Education Intern will play an active role in our various programs and initiatives that seek to reach the public and engage them through history. In particular, the intern will assist with the Janesville School District's History Camp for students grades 5-9, which the Rock County Historical Society hosts. Additionally, the intern may take a leadership role on a particular project, making decisions as it relates to the project and seeing it come to life. This position will be supervised by the Executive Director at the Rock County Historical Society.

*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 Kathy Paul, WAICU Project Administrator, at [kathy.paul@waicu.org](mailto:kathy.paul@waicu.org) or 608.334.7965 with any questions or concerns.*