

FRESHWATER

Internship Announcement – Program Intern

Freshwater Society (FWS) is a nonprofit organization that seeks to inspire and empower people to value and preserve our freshwater resources. We are looking for an energetic, detail-oriented person and have developed this internship to provide meaningful opportunities for candidates to gain valuable experience that will further their career path. Freshwater offices are located at 2424 Territorial Rd in St. Paul, close to the intersection of Highway 280 and University Avenue – just two blocks from a light rail station. We are passionate about what we do and seek a dedicated and qualified candidate to join our team.

This is an unpaid internship position that supports the program areas of the organization, with a focus on support of our facilitation services work, Master Water Stewards (MWS) program, and our conferences and events.

The position will be scheduled approximately 8-20 hours per week and is expected to last 3-6 months. This schedule can be somewhat flexible – it is our goal to work with candidates to develop a schedule that provides an internship experience that works for both the candidate and FWS. For example, we would entertain options for J-term internships with a more intensive hours per week schedule, or from candidates who may wish to extend the internship past six months. FWS will also work to accommodate program needs and intern's academic requirements.

This position supports and assists with the following areas:

- Transcription, data analysis, and report writing related to facilitation projects with various stakeholders
- Organization and coordination of logistics for meetings, events, and MWS courses
- Program reporting and analytics
- Support and facilitation of communications (newsletter, website, social media)
- Administrative tasks (copying, filing, etc.)

This position does not require a formal degree or level of education, but candidates must possess strong oral and written communication skills, be proficient with computers and Microsoft Office, be motivated and goal-oriented, and have high attention to detail. Experience with qualitative analysis is a plus.

Be part of a mission-driven local nonprofit making a difference in our local communities!

Freshwater is looking to fill this position **as soon as possible**. If interested send a cover letter and resume to:

Julie Fliflet

HR-Freshwater Society

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