



**WETLAND SCIENCE CONFERENCE
PUBLICITY & OUTREACH INTERN
LOCATION: Madison, Wisconsin**

POSITION SUMMARY:

Help WWA increase the reach and effectiveness of our efforts to promote our annual Wetland Science Conference, now in its 25th year. Volunteer work may be done at WWA's offices in downtown Madison near the capital or elsewhere to suit your schedule and preference. Flexible hours; project needs to be completed by September.

DUTIES AND RESPONSIBILITIES:

1. Identify faculty and staff at universities and colleges in Wisconsin and surrounding states who are working on and teaching about wetland and water issues so that we can be more effective in recruiting academic and student participation in the conference. This may involve internet research and phone calls to identify contact information.
2. Identify local organizations and groups in the Sheboygan County area whose members might be interested in the conference so we can recruit them to attend and promote the conference.
3. Identify possible corporate, governmental, and organizational sponsors (particularly in the Sheboygan County area) that we might recruit to sponsor the conference.
4. Provide other assistance to WWA staff as needed.

KNOWLEDGE, ABILITY, AND EXPERIENCE QUALIFICATION:

- Web-based research skills
- Effective communication skills
- Attention to detail
- Pleasant phone demeanor
- Familiarity with Excel

HOW TO APPLY

Submit cover letter and resume by **June 26, 2019**, to emily.buck@wisconsinwetlands.org or:

Wisconsin Wetlands Association
214 North Hamilton Street, Suite 201, Madison, WI 53703

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