



2025 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 able to offer 16 summer internships. Spend your summer working for a great nonprofit organization. Student interns receive a \$4,000 summer stipend and a \$6,000 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 held at Marian University 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 during the following academic year
(*NOTE: Students graduating BEFORE the Fall 2025 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 resume to Taylor Hooker, WAICU Director of Outreach & High School Partnerships, at taylor.hooker@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 resume.

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

Applications must be received by **March 14, 2025**. 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

MANITOWOC COUNTY

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 2025. The intern will also learn letterpress printing or get more hands-on experience, if they already have some knowledge of the craft. 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 graphic design work, marketing initiatives, and events. You can look forward to working closely with Program Officer, Stephanie Carpenter, to implement graphic design solutions throughout the museum, assist with art-based events and workshops, and execute layouts for all marketing channels including our website and social media. Candidates should possess working skills in Microsoft Word and Adobe Creative Suite on Mac platform - specifically Photoshop, Illustrator, and InDesign. You need to also have the ability 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 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.

Hope House of Manitowoc County (Manitowoc)

We are seeking a motivated Marketing Intern to join our team as we prepare for our 20th Anniversary Campaign. This internship is ideal for someone passionate about community service, storytelling, and marketing who wants to make a real difference in the lives of families. You will gain hands-on experience in digital marketing, event promotion, content creation, and donor engagement strategies while helping raise awareness of our mission and programs. Under the supervision of the Executive Director, you will be assisting with developing and executing marketing campaign for the 20th anniversary of the longest running homeless shelter in Manitowoc County.

Desired qualifications for the intern:

Current college student studying Marketing, Communications, Public Relations, or a related field.

Strong verbal and written communication skills.

Proficiency with social media platforms (Instagram, Facebook, LinkedIn, Twitter).

Familiarity with Canva, Adobe Creative Suite, or similar design tools is a plus.

Passion for helping underserved families and raising awareness for social causes.

Strong organizational skills and the ability to meet deadlines.

Creativity, initiative, and a willingness to learn in a team environment.

Manitowoc County Historical Society (Manitowoc)

The Summer Museum intern will obtain practical museum experience and is expected to develop and carry out projects or programs that help them personally and professionally. The intern will be responsible for general museum operations and summer educational programs. Specifically, this intern will assist with planning, marketing, and development of the museum's youth summer camp programs, memory care series, public programs, and workshops. The intern will also assist in the final stages of a large-scale restoration project - the 1850s Meeme House - by assisting in the creation of interpretive plans, educational programs, room design, and more.

The intern will meet with museum staff to create a personally meaningful project. This project can relate to their major or a personal goal and will be carried out throughout the summer (examples: create a historic heirlooms garden, create youth explore sacks). The project will be planned, marketed, and coordinated to be a part of the Museum's operations and ideally a project that the student can use in their professional portfolio.

Candidates should be comfortable working with the public for tours and education programs. The intern will be supervised by the Executive Director, Education Coordinator, and the Living History Program Coordinator. Priority is given to students intending to pursue a career in any liberal arts field.

Southfield Neighborhood Network Learning Center (Manitowoc)

The summer intern will have the opportunity to help create educational programs in our onsite education and technology center that will provide personal and professional development for youth and adults living at an income-based housing complex of approximately 400 residents. Activities will include summer camps, field trips, holiday celebrations, food share, cooking and pantry programs, community gardening, literacy programs, Manitowoc Public School programming, summer lunch, garden harvest celebration, classes, and other life skill development opportunities. The intern will create monthly newsletters, attend quarterly advisory board meetings and resident community events, 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 have the opportunity to create a portfolio of your dynamic learning experiences.

Wisconsin Maritime Museum (Manitowoc)

The Wisconsin Maritime Museum is seeking a Museum Education Intern for the Summer of 2025. This intern will assist the Museum by assessing the current educational programming offered for K-12 students, as well as developing a new program for the upcoming school year. In addition to this project-based work, the intern will participate in other essential museum functions such as leading field trips and tours, assisting with the Museum's public programming, and creating an indelible visitor experience. The intern will work with the Museum's Visitor Engagement Team. For this internship, a background in education, museum studies, history, anthropology, childhood development, or a related field is strongly preferred.

Woodland Dunes Nature Center and Preserve (Two Rivers)

Woodland Dunes Nature Center and Preserve is seeking a motivated student who is passionate about nature and non-profit organizations. The intern will have the opportunity to learn about three major facets of Woodland Dunes: marketing, education and habitat restoration. Major duties include assisting with environmental education programs for children ages 4-14, planting native trees, removing invasive plants in the preserve and trail maintenance. The intern will work on marketing and social media activities related to the organization and write nature-themed articles for local media outlets. Training will be provided, but successful candidates should have an active interest in the natural world, be comfortable working outdoors and have experience or an interest in marketing and social media. Preferred areas of study include marketing and communications, environmental education/education, natural sciences, conservation or a related field. The intern will work with the Communication and Development Coordinator, Land Manager and Education Coordinator.

MILWAUKEE COUNTY

Feeding America Eastern Wisconsin (Milwaukee)

Feeding America Eastern Wisconsin's mission is to solve hunger. The Network Partnership Resource Intern will have a direct impact on the community, connecting our Network Partners with vital resources. They will build strong relationships and collaborative partnerships with our network through coordination and execution of partner's online orders, gaining valuable experience in distribution, inventory, and working in product quality control ensuring freshness standards. The Intern will visit Network Partner sites to gain an understanding of our network needs and work to increase efficiency and positive experiences.

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 passive 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 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.

Milwaukee Ballet (Milwaukee)

Milwaukee Ballet seeks a well-rounded and curious Marketing & Development Intern for the summer of 2025. This position will enjoy a range of experiences across several departments, including marketing, donor relations, school & academy, and community engagement. Regular tasks will include capturing photo and video content in the studios; graphic design; brainstorming, designing, and copywriting content for social media; researching opportunities and analyzing competitors; assisting with administrative tasks and data tracking; writing and designing newsletters and promotional emails; maintaining Milwaukee Ballet's website; ideating advertising campaign strategies; and providing media and event support. The intern will especially focus on expanding the reach and establishing the messaging of our new adult classes program. The ideal candidate will be studying Marketing, Communications, Graphic Design, or Arts/Non-Profit Administration. Preferred experience includes photography, videography, copywriting, data analysis, and/or familiarity with software from Adobe (Photoshop and Premiere Pro), Microsoft Office (Word, Excel, and Sharepoint), and Canva. This position will be supervised by the Marketing and Communications Manager with support from the Development Manager and Creative Content Manager.

Radio Milwaukee (Milwaukee)

The internship will support 88Nine Radio Milwaukee's digital media and broadcast departments.

Edit and produce web content such as music & concert reviews, local arts and culture, and more. Auditions music for possible review; Contact record labels for CD acquisition, permissions, fact checking, etc.

Assist managing producer with writing and editing community stories

Assist in updating the event calendar and other regular web content maintenance

Research stories and performs administrative tasks

Assist with manage/curate social media for the website (Facebook, Twitter)

Participates in Music Team meetings, planning and other team events

Qualifications

Strong writing skills

Love of music

Working knowledge of HTML

Working knowledge of Photoshop or Illustrator

Ability to work independently

Creativity and ability to be flexible

Preferred Skills

Experience in writing, reporting and web production

Ability to pitch and execute original story ideas

Wisconsin Conservatory of Music (Milwaukee)

The Summer Activities intern at the Conservatory will assist with summer activities including camps, marketing events, and rentals. Tasks will include set-up, project/time/event management, student registration, data entry, and customer service and representing the Conservatory at in-person activities, as applicable. This position will be interacting with Conservatory camp students/families and the general public. Skills needed include exceptional communication skills – written and in-person, flexibility as it relates to work schedule, desire to connect with community partners, and a knowledge of office software. 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 and/or music a plus. Bilingual in Spanish is a plus.

Due to the nature of this position the intern will need to be present for the following dates:

Wisconsin Youth Piano Concerto Competition June 13-17

Music Exploration Camp June 23 - June 27

Jazz Camp July 7 -11

Chamber Music Camp July 14 - 18

Music Exploration Camp July 21 - July 25

Percussion Camp July 28 - August 1

Piano Camp August 4 - August 8

Music Exploration Camp August 11 - August 15

Zoological Society of Milwaukee (Milwaukee)

This position helps educate children ages 4-15 about science, animals and conservation in our summer Zoo Camps. Conservation Education Interns develop child management techniques, interactive teaching strategies, and are directly mentored and extensively trained through a self-reflective, experiential training program. This role works closely with an experienced team of educators and volunteers and is supervised by the Programs Operations Manager. Conservation Education Interns play a critical role in support of the Zoological Society of Milwaukee's (ZSM) mission to educate people about the importance of wildlife and animals and support the Milwaukee County Zoo, and the Conservation Education department's vision to inspire and empower all members of our community to take conservation action. We accept students from any area of study who have interest in gaining experience working in education, zoos, or conservation. An extensive 6-day training is provided as part of this program.

ROCK COUNTY

Beloit Historical Society (Beloit)

The Beloit Historical Society (BHS) is seeking one intern for summer 2025. The position is a Collection Management internship that consists of conducting an inventory of and cataloging historic artifacts, archives, photography of historic items and data entry into a museum collection database, learning to recognize a variety of collection issues and how to resolve them. This project aids the BHS 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 position, providing training and guidance as each project proceeds. The ideal candidate needs to have excellent research and communication skills and be able to work 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)

The summer camp program intern helps plan and implement Boys & Girls Clubs of America programming/activities focusing on academic success, healthy lifestyles, and good character and citizenship skills for youth ages 6-12. The summer camp program intern is responsible for implementing a mentoring program funded through a federal grant. The mentoring program provides one-on-one or small group mentoring to 25 youths focusing on problem solving, calming down skills, and positive peer relationships. The summer program intern develops activities for mentoring sessions with guidance from the program manager and an evidence-based curriculum. Experience working with youth is preferred but not required. Preferred areas of study: social work, education, psychology, human services, and sociology.

Friends of Welty Environmental Center (Beloit)

The Summer Outreach Education Intern will deliver environmental education outreach programs at Welty Environmental Center, and at partner locations in and around Beloit, WI. This includes local schools, libraries, and public events. This position will learn to create hands-on EE curriculum and activities for programs that meet WI and IL learning standards. The SOE will assist with other programs such as field trips and summer camp while also supporting administrative duties (maintaining participation records, program income/expenses, and participant contact information). Preferred areas include experience or interest in education, environmental science, conservation, physical sciences, childcare, non-profit management, or event coordination.

In addition to helping with summer programming, we have a number of projects that could be completed depending on the interest of the intern. The SOE has the opportunity to plan and execute a public event during the summer. This event is open ended, and the theme just needs to relate to the environment. It may align with a summer celebration (solstice, full moon, etc.), a series event, a workshop, a guest speaker, firefly walk, fishing event, etc. The SOE also could plan curriculum and activities dependent on themes for summer camp, crafts, games, hikes, activities, etc. The SOE reports to the Program Manager

Hedberg Public Library (Janesville)

The Hedberg Public Library in Janesville, WI seeks a candidate with an interest in books and literacy and a desire to serve children, families, and community members in the Youth Services Department and throughout Janesville and Rock County. Previous experience working with children and excellent communication skills are essential, as well as the ability to engage with community members of all ages in varied environments. Under the supervision of the Head of Youth Services, the intern will provide customer service to library patrons of all ages at the Children's desk. They will also develop crafts, games, and other activities for children. The intern will assist in the day-to-day operations of the library's very popular Summer Library Challenge by helping to promote and assist patrons with all

aspects of the program, and they will collaborate on exciting program offerings throughout the summer, including the planning and presentation of at least one storytime. Under the supervision of the Community Engagement Specialist, the intern will participate in community events, providing outreach such as checking out books, issuing library cards, reading stories to children, participating in activities, and creating crafts and activities for youth and/or adults. They will spend time on the Bookmobile bringing the library and its offerings to underserved members of Janesville and the surrounding community.

Please contact Taylor Hooker, WAICU Director of Outreach & High School Partnerships, at taylor.hooker@waicu.org or 608.204.5237 with any questions.