The Monarch Joint Venture (MJV) is a 501(c)3 nonprofit organization committed to preserving the monarch butterfly. We have built and continue to expand a partnership of federal and state agencies, non-governmental organizations, businesses, and academic programs working together to protect the monarch migration across the United States. Interns will have the opportunity to learn about and contribute to a small, successful, environmental nonprofit organization.

The MJV is seeking 1-2 Summer Outreach Assistant Interns to support our seasonal outreach efforts. The position is based in the Twin Cities area of Minnesota and travel in the region is required. Work can be partially remote, with in-person required to prep for and staff weekend (Fri-Sun) outreach events in the Twin Cities area. The schedule will include a mix of 9am-5pm work days combined with weekend or evening outreach events. You will not be expected to work more than 40 hours a week; we may consider applicants looking for part-time internships. This is an unpaid position, but we encourage applicants to seek payment from their college internship funding opportunities.

Summer Outreach Assistant Intern

What You Can Learn from MJV

- How a small and nimble nonprofit organization benefits from outreach to a public audience
- The importance of clear science communications in conservation work.
- Introduction to non-profit record-keeping in Salesforce

What You’ll Do for MJV

- Staff MJV summer outreach events, representing the MJV and its mission, including:
  - Communicate with event coordinators, as needed
  - Prepare for outreach events by packing necessary materials
  - Answer general questions about monarchs and pollinator habitat
  - Facilitate outreach activities with participants
  - Communicate with volunteers
- Work closely with the MJV Store Manager to sell mission-related items at outreach events and maintain accurate inventory.
- Ensure outreach materials are accurate and edit as necessary
- Ensure outreach materials are organized and fully stocked
- Enter outreach contacts into Salesforce database
- Provide additional administrative support to MJV staff

Transferable Skills:

- Experience engaging an audience with scientific information
- Concise and efficient communication skills
- Knowledge and experience with Salesforce
To Apply: Please submit your resume and cover letter in a single PDF to jobs@monarchjointventure.org.