

Fall 2026 Work Study Opportunity
Monarch Joint Venture (MJV)
CSP Employer – Store Marketing & Design Assistant

Job Title: Store Marketing & Design Assistant

Company Name: Monarch Joint Venture (MJV)

Job Type: Part-time, Work Study, (only open to UMN Twin Cities students with work study award)

Location: Primarily remote; Twin Cities, MN. The internship will include 1–2 in-person workdays at MJV's Prairie Oaks campus in Belle Plaine, scheduled around the intern's availability. Carpooling may be available. The intern may also conduct occasional in-person outreach to retailers in the Twin Cities area. Remote

Salary: \$18/hour

About the Organization:

The Monarch Joint Venture (MJV) is a national nonprofit organization focused on monarch and pollinator conservation. We support conservation planning and implementation efforts on a broad scale by facilitating information sharing, partnership building, and carrying out identified conservation priorities. We do this through four major program areas: education, science, habitat, and partnership. Learn more about our mission, vision, and values on our website [here](#).

Job Description:

The Store Marketing & Design Assistant will gain hands-on experience in e-commerce marketing, graphic design, and brand storytelling. This position is ideal for students interested in marketing, graphic design, retail, or small business operations who want to make a positive impact while building their professional skills.

Commitment:

Approximately 5–10 hours/week (aligned with work study award)

Duration: September 14 – December 11 or 18, 2026 (12-14 weeks)

Eligibility:

Open to all majors and class years

Must have an active work study award for the semester

Application Deadline:

Monday, September 11, 2026, at 5:00 PM CT

Early applications are encouraged; submissions will be reviewed on a rolling basis.

Responsibilities:

Assist with:

- Marketing MJV's online store (store.monarchjointventure.org), including promoting products like clothing, books, kits, and educational items
- Designing and updating graphics and layouts for printed handouts, flyers, and other outreach materials
- Taking and editing photos of store products for use online and in promotional materials
- Writing and scheduling social media posts and product spotlights to drive store traffic and engagement
- Updating store product descriptions, photos, and listings as needed
- Identifying and reaching out to Twin Cities retailers and gift shops interested in carrying MJV store products
- Researching and implementing ways to improve MJV product visibility in AI-powered and traditional search results
- Supporting seasonal or promotional campaigns (e.g., sales, new product launches)

Collaborate with:

- MJV's team to ensure store marketing and printed materials align with organizational branding and goals

Attend:

- Occasional virtual team check-ins and project planning meetings

Qualifications:

Essential Skills and Equipment:

- Strong written and verbal communication abilities
- Proficiency in Google Suite (Docs, Sheets)
- Ability to work independently and collaboratively
- Familiarity with Canva or similar graphic design tools
- Comfort taking and editing photos for marketing use
- Access to a personal computer and reliable internet connection

Desired Skills (not required):

- Experience with e-commerce, retail, or product marketing
- Graphic design experience (print or digital)
- Photography or photo editing skills
- Interest in small business or nonprofit merchandising
- Familiarity or interest in monarchs and/or pollinators

Application Instructions:

Submit your resume and a document answering the questions below by **Friday, September 11, 2026, at 5:00 PM CT** via Handshake or by email to learn@monarchjointventure.org.

Please include:

1. A document with answers to the following questions:
 - a. What made you want to apply for this position with MJV?
 - b. Describe a project you have done in the past that has relevance to this position.
2. A resume highlighting relevant experience and skills.

Questions? Email learn@monarchjointventure.org.

Benefits:

Gain valuable experience in:

- E-commerce and product marketing
- Graphic design for print and digital materials
- Photography and visual content creation
- Brand storytelling for a conservation nonprofit

Professional Development:

- Receive mentorship and feedback from MJV's team
- Build skills in design, marketing strategy, and project management

Flexible Scheduling:

- Work hours can be arranged around your class schedule and other commitments

Networking Opportunities:

- Connect with professionals in nonprofit marketing and design

Competitive Pay:

- \$18/hour

At Monarch Joint Venture, we are committed to providing a supportive and inclusive work environment that values diversity and individual contributions. We encourage all qualified students to apply for this exciting opportunity to help protect monarchs while gaining valuable experience in marketing and design.

