



# MADISON PUBLIC LIBRARY

## Foundation

201 W. Mifflin Street  
Madison, WI 53703

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Jennifer Jeffress  
Executive Director

**Title:** Foundation Intern  
**Compensation:** \$15 per hour  
**Hours:** 12-15 hours per week

The foundation seeks a **generalist intern** to join our virtual office team for the 2021 spring semester. Gain valuable experience in event planning and communications for a nonprofit while working with an energetic and talented staff and volunteer team.

### Position Responsibilities

- Assisting with development research, grant reports and renewals
- Assisting staff and event co-chairs with event committee meetings and following up on assignments
- Developing meeting material for the Marketing Committee and taking minutes
- Assisting in the creation of communications content, including email campaigns, newsletter and annual report articles, and social media
- Organizing and promoting virtual educational events for donors, and assisting with a virtual donor thank-you event

### Job Qualifications

- Applicants should possess strong writing and organization skills, demonstrated proficiency managing detail-oriented tasks, have the ability to communicate effectively and be tech-savvy.
- Applicants are required to have their own computer.

Madison Public Library Foundation staff are currently working virtually but may transition back to the office by the end of the semester. Hours are flexible.

### How to Apply

Send cover letter, resume and writing sample to Jenni Jeffress, Executive Director, at [jjeffress@mplfoundation.org](mailto:jjeffress@mplfoundation.org). Applications will be reviewed on a rolling basis, and the start date is flexible.

### About the Foundation

Madison Public Library Foundation promotes and supports the Madison Public Library's facilities, services and programs.

The foundation is an Equal Opportunity Employer.