



# MADISON PUBLIC LIBRARY

## Foundation

201 W. Mifflin Street  
Madison, WI 53703

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Executive Director

**Title:** Foundation Intern  
**Compensation:** \$15 per hour  
**Hours:** 15-20 hours per week

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

### Position Responsibilities

- Research and manage potential event sponsors and reach out to potential sponsors as directed by staff
- Assist staff and event co-chairs as they prepare for event committee meetings and complete follow-up tasks
- Develop meeting material for and take meeting minutes at the foundation's Marketing Committee meetings
- Draft communications content related to the foundation and events, including emails, newsletter and annual report articles, and social media posts
- Learn auction software and prepare auction solicitations for event committee
- Organize and promote virtual educational events for donors

### 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 must work during business hours of 8am – 5 pm weekdays.

Madison Public Library Foundation staff are currently working virtually but may transition back to the office during the summer. 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.