



MADISON  
PUBLIC  
LIBRARY  

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Foundation

201 W. Mifflin Street  
Madison, WI 53703

608.266.6318

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**Title: Communications Intern**

Compensation: \$15.00 per hour

Hours: 15 per week

Madison Public Library Foundation seeks an outgoing, creative **Communications Intern** to join our nonprofit team. The Communications Intern works closely with the Foundation Manager to plan, coordinate, and execute fundraising events for the foundation, as well as with the foundation's PR Consultant to maintain digital media and other campaigns. This internship provides the opportunity to gain valuable communications experience.

**Duties of the position include:**

- Writing articles for quarterly newsletter, media advisories, and web content
- Authoring social media posts and stories on various platforms, and analyzing and tracking social media efforts
- Assisting with organizational marketing, developing email communications, and coordinating marketing efforts with the library
- Participating in Marketing Committee meetings
- Completing other office tasks as needed

**Job qualifications:**

- Applicants should have excellent judgment, strong writing and organizational skills, and be detail-oriented and tech-savvy.
- College students pursuing a degree in communications, journalism, marketing, business, nonprofit management or a related field are encouraged to apply.
- Familiarity with local media is a plus. Hours are flexible, and occasional weekend or evening work may be required.
- A vehicle is a plus, as this position will require some travel to Madison's nine neighborhood libraries.

The foundation's office is located at Madison's Central Library near the Capitol Square, with reliable access to many bus routes. Madison Public Library Foundation is an Equal Opportunity Employer. Foundation staff are currently working on a hybrid schedule. Per City of Madison policy, staff are required to provide proof of full vaccination against COVID-19 or weekly negative test results at the staff member's expense.

**How to apply:**

Send cover letter, resume and a non-academic writing sample to Tracy Phillippi, Foundation Manager, [tphillippi@mplfoundation.org](mailto:tphillippi@mplfoundation.org). Please write "Communications Intern Application" in the subject line.