



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

608.266.6318

Title: Communications Intern
Compensation: \$15.23 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 with the foundation's PR consultant to maintain digital media and support campaigns. This internship provides the opportunity to gain valuable communications experience.

Duties include:

- Writing newsletter articles, email campaigns, web content, and social media posts
- Interviewing library patrons
- Compiling website and social media analytics
- Assisting with organizational marketing 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, organizational and time management 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.
- Hours are flexible, and occasional weekend or evening work may be required. Ability to work some hours in-office on Tuesdays or Wednesdays strongly preferred.
- A vehicle is a plus, as this position occasionally requires 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.

How to apply:

Send cover letter and resume in PDF format to Katy Kaufman, Foundation Manager, at kkaufman@mplfoundation.org. Please include your first and last name as part of the document name for all materials you submit. Please also write "Communications Intern Application" in the subject line.

Apply within these timeframes for the most serious consideration:

- Between Oct. 1 – Nov. 31 for spring internship (mid-January to mid-May).
- Between Feb. 1 – March 31 for summer internship (mid-May to mid-August)
- Between May 1 – June 30 for fall internship (mid-August to mid-December)

Exact start and end dates are negotiable upon hire.