

**Marketing Intern**  
**2023 Spring Semester, January - May**  
**10 hours/week**  
**\$17/hour**

**BENEFITS OF WORKING AT SUN PRAIRIE PUBLIC LIBRARY FOUNDATION:**

- Experience with a trusted community partner that will be recognizable on your resume
- Flexible schedule with opportunity for some remote work
- On-site parking
- Small staff with fun, encouraging co-workers
- Real, hands-on experience including samples for your resume
- Connections with local professionals and career-development opportunities

**PRIMARY RESPONSIBILITIES:**

- Develop social media strategies and manage media platforms: Facebook, Instagram and Twitter
- Update Foundation website content (no CMS or HTML experience necessary)
- Produce and proofread communications content for media, email, web, and print
- Conduct interviews and write stories about volunteers, donors, and board members
- Research media opportunities and assist with news release distribution
- Design or assist with creation of marketing materials
- Assist with event planning and execution

**EDUCATION/EXPERIENCE REQUIRED:**

- Pursuit of a degree in Marketing, Journalism, Business, Graphic Design or related field
- Proficient skills in Microsoft Office and Google Drive
- Strong knowledge of grammar usage, letter writing skills, and proofreading
- Strong social media skills
- Experience with layout of information using Publisher and Canva
- Excellent phone, email, and in-person communication skills

**HOURS:** Average of 10 hours a week; may flex time during event preparation. Schedule can be created anytime M-F from 8:30 a.m. to 5 p.m. Semester commitment required.

**PAY:** \$17/hour; no benefits are included with this position

**LOCATION:** Sun Prairie Public Library, 1350 Linnerud Dr, Sun Prairie, WI 53590