

**Kalamazoo Public Library  
Position Vacancy Announcement**

**Marketing and Communications Summer Intern**

**Summary:** Internship position responsible for providing support for Marketing & Communications initiatives for the Kalamazoo Public Library under the direct supervision of the Marketing & Communications Manager. Duties to include assisting with content and distribution for email newsletters, monitoring KPL social media sites, maintaining databases and other duties to support the department.

**Duties and Responsibilities**

1. Compiles content for and distributes bi-weekly email newsletters.
4. Monitors and maintains KPL social media sites to include Facebook, Twitter, Flickr, YouTube and Pinterest.
5. Maintains the Central Library's digital signage system.
6. Maintains MAC databases; compiles reports as needed.
7. Maintains department premiums/materials inventory.
8. Performs other duties as assigned.

**Minimum Qualifications:**

- Currently enrolled in a college degree program in marketing, communications or related field.
- Demonstrated working knowledge of Microsoft Access and Excel for use in database development and maintenance. Demonstrated working knowledge of web-publishing and web content management systems.
- Evidence of excellent attendance, punctuality and dependability.
- Ability to work independently and on deadline.
- Must have reliable transportation.

**Desirable Qualifications**

- Basic HTML skills.

**Physical demands and work environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. In the work environments described below, the position requires verbal and written conversation with others, sitting, standing, walking, reaching, lifting/moving objects up to 50 pounds, and use of hands to finger, handle, or feel objects, tools or controls. The position occasionally requires standing, walking, sitting and speaking for extended periods of time. Vision abilities required by the job include close vision.
- *Work environment:* Work will be performed in an office environment, library spaces, and in the communities served. Some local travel outside the library is required. While performing the duties of this job outside of the library environment, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

**Salary**

\$11.25 per hour

**Schedule**

20-25 hours weekly. Flexible schedule Monday – Friday with required availability on Fridays. Summer internship beginning late April through mid-August.

A current application, cover letter and resume is required and should be sent to the attention of Terry New, Human Resources Manager at 315. S. Rose St. Kalamazoo, MI 49007 or [jobs@kpl.gov](mailto:jobs@kpl.gov). Applications are available in the Administrative Office or on our website at [www.kpl.gov](http://www.kpl.gov).

**Applications will be accepted until positions are filled.**