

Communications Intern

Location:	Administrative Offices (585 Dahlonega Street, Cumming, GA 30040)
Department:	Public Services
Hours Involved:	At least 5 hours per week. Monday – Friday, 9:00 a.m. – 5:30 p.m.
Position Overview:	Assisting the library’s Communications and Programming departments in creating marketing materials for library programs and services, and assisting with social media.
Major Tasks:	Under supervision of the Communication Manager, this position assists departmental staff in creating, updating, and distributing marketing information and materials to promote library programs, resources, and events. The work involves writing, designing, proofing, and updating promotional information in print and electronic formats as well as on the library’s website and social media channels. The position also performs a variety of administrative tasks.
Qualifications:	Current enrollment in High School. Must be at least age 16. Ability to follow verbal and written instructions, work independently, demonstrate attention to detail, contribute creative ideas, and perform work in an accurate, timely manner. Social media and graphic design skills preferred.