



City of Burlington, Vermont Library Communications Internship

SALARY	Unpaid	LOCATION	Burlington, VT
JOB TYPE	Internship	JOB NUMBER	U7000-21-001
DEPARTMENT	Fletcher Free Library	OPENING DATE	02/20/2025
CLOSING DATE	03/14/2025	FLSA	Non-Exempt
BARGAINING UNIT	Non-Union		

General Purpose

The Fletcher Free Library seeks a creative and detail-oriented intern to help in the development of promotional materials, press releases, social media, and program marketing. The intern will work directly with the Development Manager and Communications Team and may support other library department needs. This intern will work independently and have a check-in meeting with library staff once a week, in person or by Zoom.

Time commitment: 10 hours/week from May 19 through August 8, 2025

Learning Outcomes:

- Strengthen ability to communicate effectively with diverse audiences
- Develop confidence in writing and editing professional content for public distribution.
- Grow skills in graphic design and visual storytelling.
- Develop project management skills and ability to work in a professional team environment.
- Build a professional portfolio of written and digital work.

Union Affiliation: Non-Union

Pay Grade: Unpaid, for academic credit

Remote Tier 1: Zero (0) days remote/week.

Essential Job Functions

- Create graphics and promotional materials such as posters & flyers following the library's branding guidelines
- Help with digital marketing for social media platforms and the library's website using Canva
- Distribution of promotional materials
- Writing press releases
- Special projects for the library

Qualifications/Basic Job Requirements

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Detail-oriented with ability to work well in a collaborative environment
- Must be creative, self-sufficient, responsible, and organized
- Must have strong visual design and writing skills

- Skills in audio and/or video recording a plus
- Prior experience using Adobe products or Canva preferable
- Must be enrolled in a degree program and enrolled in an internship for credit in order to participate

Additional Information

Promoting a culture that reveres diversity and equity

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-2505](tel:802-540-2505) or careers@burlingtonvt.gov.

Benefits

This is an internship position that is **not eligible** for benefits.

Agency

City of Burlington, Vermont

Address

200 Church Street, Suite 102
Burlington, Vermont 05401

Phone

802-540-2505