

MARKETING/ PUBLIC RELATIONS STUDENT INTERNSHIPS

@GREENSBURG HEMPFIELD AREA LIBRARY

Fall 2019

Desired Majors: Marketing, Public Relations, Communications, English, Business, or Library Information Science

About: The Greensburg Hempfield Area Library is a non-profit organization that is dedicated to enriching our community by promoting literacy and fostering lifelong learning.

The Greensburg Hempfield Area Library is seeking student interns looking to complete an internship college credit course. The library is looking for a detail-oriented individual with an eye for effective marketing to help grow the library's message and services within the community. Students will be able to add to their portfolios, as well as practice or enhance their networking, marketing, technology, communication, and writing skills.

Duties:

- Create marketing in Microsoft Publisher and Canva
- Create and edit flyers, graphics, etc.
- Assist in social media (Facebook, Instagram, YouTube, Twitter)
- Completion of basic informational press releases using a preset format
- Occasional administrative duties
- Brainstorm ideas with various staff when needed
- Other duties as assigned.

Education and Background (desired):

- Current college students pursuing a degree in Marketing, Communications, Public Relations, English, Business, Library Information Science, or related field
- Strong interpersonal skills with ability to work cooperatively with team members
- Strong attention to detail across various platforms
- Ability to follow directions, ask questions, and work independently
- Familiarity with picture editing software
- Basic knowledge of WordPress, PHP, HTML, or CSS, a bonus

Physical Requirements/Work Conditions:

- Ability to sit for moderate periods at desk/computer throughout day
- Some lifting, bending, stooping may be required; ability to lift a minimum of 35 lbs.

Location:

GREENSBURG HEMPFIELD AREA LIBRARY

237 S. Pennsylvania Ave Street
Greensburg, PA 15601

Contact:

Sara Deegan, Community Engagement Librarian
sara.deegan@wlnonline.org, 724-837-5620

Send cover letter, resume, and references via email by August 29th.