Purpose: The position of the Marketing Intern is to provide support to Bangor Public Library’s Director of Marketing and Development. This intern will work part time in the Bangor Public Library office for 9 to 20 hours per week. The schedule is flexible.

Title: Marketing Intern

Location: 145 Harlow St. Bangor, ME 04401

Key Responsibilities:
- Update and create collateral materials including posters, flyers, ads, rack cards, etc. Adhering to BPL’s brand guidelines. Work with all departments on specific needs.
- Maintain and update social media platforms including Facebook, Twitter and Instagram. Working with the Director to create a weekly list of updates and content. Monitor best times to post and respond as needed to requests.
- Maintain and update website
- Assist in creation of e-newsletters
- Work on special projects and assignments as needed.
- Support planning and implementation of BPL events as needed.
- Other duties as assigned

Benefits:
- Supervision and evaluation to support course credit as needed.
- Broad based experience in a fast paced non-profit organization.
- Develop relationships and connections to benefit future employment.
- Reference upon successful completion of service.

Specific Skills: The successful candidate will be proficient with Adobe In Design and Photoshop as well as Microsoft Office. Candidate must have strong oral and written communication skills. Be energetic and self motivated, outgoing and have an ability to work successfully in a team environment. Candidate must be able to work well one on one and within a team.

Apply by submitting a cover letter, portfolio and resume to Hannah Young, Director of Development and Marketing via email: hyoung@bangorpubliclibrary.org