

Job Title: Public Relations and Events Intern

10-12 hours per week, Temporary 3- 6 months beginning June 2014

Filing date: May 27, 2014

Required Knowledge, Skills and Abilities

Strong writing skills desired with excellent phone, e-mail and face-to-face communication skills. An awareness of community resources and contact and good rapport with staff, trustees and members of the community is desired. Pursuing a degree in Communication, Public Relations, Marketing or related field preferred.

Specific Job Tasks:

CHPL Programming and Publicity

- Research, write and edit news releases
- Design, create and distribute internal and external fliers and other promotional materials
- Photograph events at CHPL
- Assist with executing CHPL-sponsored programs

CHPL Web site (with Emerging Technologies Supervisor)

- Write copy for CHPL Web site
- Assist with maintaining the online events calendar

Library Meeting Rooms (assist Administrative Assistant)

- Introduce new clients to the Library's Meeting Rooms
- Maintain Meeting Room schedule (calendar)
- Write confirmation letters to Meeting Room clients
- Assist Meeting Room clients with event planning and execution
- Write thank you letters to Meeting Room clients
- Ensure Meeting Room clients have a positive experience at CHPL

CHPLink (E-News)

- Assist with research, writing and editing monthly newsletter

Technical Skills

- Proficient in Microsoft Publisher® and Microsoft Office® (Word, Excel and PowerPoint)
How to apply: Applicants must submit a Cherry Hill Public Library Application and/or Resume. Resumes may be submitted to Jennie Purcell, Library Services Manager, at jpurcell@chplnj.org
You may also send a completed applicant package in confidence (sealed envelope) to:

Jennie Purcell
Library Services Manager
Cherry Hill Public Library
1100 Kings Highway North
Cherry Hill, NJ 08034

Attention: **Public Relations and Events Intern**

Links to the application are on the library webpage under About, Employment Opportunities.