

## POSITION ANNOUNCEMENT

### Public Relations Intern

Under general supervision, responsibilities associated with position include:

- Writing news releases and public service announcements to promote library programs and services.
- Creating visually engaging graphic design items for the library, such as posters, fliers and digital displays.
- Shooting and editing photographs of library events.
- Assisting with outreach at community events.
- Communicating and working cooperatively with staff in all departments of the library.
- Writing content for publication on the library's website and social media outlets.
- Performing other duties as assigned.

The successful candidate will gain experience in writing news releases, graphic design, social media management and other public relations functions. The position is 10 hours a week.

#### Minimum Qualifications:

- High school diploma or equivalent.

#### Preferred Qualifications (In addition to the minimum qualifications):

- Proficiency with AP Style for news releases.
- Proficiency with graphic design software such as Microsoft Publisher, Adobe Photoshop and/or Adobe InDesign.
- Familiarity with social media platforms.
- Personal computer proficiency with Office computer software and databases.
- Ability to follow detailed instructions.
- Ability to work independently.
- Ability to maintain regular, predictable, and punctual attendance.

## Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight, up to 25 pounds. The ability to speak clearly, hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion is required for data entry purposes.

## Salary/Benefits

Salary is commensurate with education and work experience.

## Application Deadline

For best consideration, applications should be received by  
April 25, 2018

Position considered open until filled. Candidates must pass a criminal background check. Please submit a *completed application, cover letter* and *resume* to:

[jobs@tlsga.org](mailto:jobs@tlsga.org)

OR

Twin Lakes Library System  
151 South Jefferson St.  
Milledgeville, GA  
31061

**POSITION CONTINGENT UPON FUNDING AND  
ALLOCATION OF POSITION.**

Twin Lakes Library System is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).