



The Urban Libraries Council seeks a paid Communications Intern for 15-25 hours per week. As an intern at ULC, you will dive deep into areas like race and social equity, entrepreneurship, education, digital inclusion and healthy, sustainable communities. Sound exciting? Keep reading.

ULC has spent more than 40 years enriching urban communities by strengthening their public libraries. A member association of North America's leading public library systems, ULC's members are thought leaders dedicated to innovation and the continuous transformation of libraries. ULC's programs focus on today's critical issues for local communities including economic and workforce development, sustainability, technology infrastructure, health and public safety and education.

The position is being extended to bachelor and graduate degree candidates in communications, media studies, journalism and public affairs. ULC will support arrangements for school credit wherever possible. The Communications Intern will have an opportunity to:

- Broaden the impact of national communications efforts to tell the story of how public libraries are addressing critical issues in local communities.
- Work across ULC's departments to develop professional skills including writing, working in activity teams and developing high quality communications and designed content.

This position will report to the Interim Director of Communications.

Responsibilities include:

- Adapt ULC's program content into short print, website, newsletter and social media content.
 - Build and update content across the ULC and Edge websites including bi-weekly homepage refreshes.
 - Outline themes, create new content and present suggestions for improving content for ULC's strategic areas in collaboration with program leads.
- Create communications pieces for ULC member activities, events, award programs, media relations and outreach.
 - Create content for websites, social media, blog, email and printed collateral.
 - Develop a series of member communications to highlight programs and drive participation.
- Monitor member library press releases and actively seek and adapt stories from member libraries.
- Write and schedule weekly social media posts around ULC programs, initiatives and member/partner activities.
- Follow ULC members' and partners' social media outlets to identify content, re-post/re-tweet content and increase ULC's social media reach.
- Support graphic/web design and layout.