



City of Burlington, Vermont Library Communications Internship

SALARY	\$0.00 Hourly	LOCATION	235 College St. Burlington, VT
JOB TYPE	Internship	JOB NUMBER	FFL Library Comms Internship
DEPARTMENT	Fletcher Free Library	OPENING DATE	12/16/2025
CLOSING DATE	12/29/2025 11:59 PM Eastern	FLSA	Non-Exempt
BARGAINING UNIT	Non Union		

General Purpose

The Fletcher Free Library seeks a creative and detail-oriented intern to help in the development of promotional materials, press releases, social media, and program marketing. The intern will work directly with the Development Manager and Communications Team and may support other library department needs. This intern will work independently and have a check-in meeting with library staff once a week, in person or by Zoom.

Learning Outcomes:

- Strengthen ability to communicate effectively with diverse audiences
- Develop confidence in writing and editing professional content for public distribution.
- Grow skills in graphic design and visual storytelling.
- Develop project management skills and ability to work in a professional team environment.
- Build a professional portfolio of written and digital work.

Union Affiliation: Non-Union

Pay Grade: Unpaid

Remote Tier 3: Up to two (2) days remote/week

Please note that this internship is estimated 10 hours weekly, January 20, 2026 - May 1, 2026. An active Memorandum of Understanding between the City of Burlington and the learning institution must be in place before the internship can begin.

Essential Job Functions

- Create graphics and promotional materials such as posters & flyers following the library's branding guidelines
- Help with digital marketing for social media platforms and the library's website using Canva
- Distribution of promotional materials
- Writing press releases
- Special projects for the library

Qualifications/Basic Job Requirements

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Must be enrolled in a high school, technical center, college or university for the duration of the internship.
- Detail-oriented with ability to work well in a collaborative environment
- Must be creative, self-sufficient, responsible, and organized
- Must have strong visual design and writing skills
- Prior experience using Adobe products or Canva preferable

Additional Information

Promoting a culture that reveres diversity and equity.

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online** through our [Government Jobs](#) website.

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-2505](tel:802-540-2505) or careers@burlingtonvt.gov.

Benefits

This is a Temporary or Seasonal Position that is **Not Eligible** for City of Burlington Benefits

Employer

City of Burlington, Vermont

Address

200 Church Street, Suite 102

Burlington, Vermont, 05401

Phone

802-540-2505

Website

<https://www.burlingtonvt.gov>

Library Communications Internship Supplemental Questionnaire

QUESTION 1

Are you currently enrolled in a high school, technical center, college or university, and will you be for the duration of the internship?

☐ Yes

☐ No

* Required Question