

**Job Title: Summer Intern – Friends of the Columbus Metropolitan Library**

**Location:** Hybrid (Off-site & On-site in Columbus, OH)

**Position Type:** Internship (Paid, Stipend: \$2500 for Summer)

**Duration:** Summer 2025 (June – August)

**Hours:** 10-15 hours per week, with flexibility

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**About the Organization:**

Friends of the Columbus Metropolitan Library (CML) is a nonprofit organization dedicated to supporting and promoting the Columbus Metropolitan Library. We strive to enhance community engagement, advocate for the library, and support educational and cultural events that benefit the Columbus area. This summer, we are seeking a passionate and motivated intern to join our team and contribute to a variety of exciting projects that support the library's mission.

**Internship Overview:**

This hybrid internship offers a unique opportunity to work across three key areas of the Friends of CML organization: Community Relations, Board Governance, and Volunteer Coordination. The internship is designed to provide a comprehensive experience while allowing the intern to work closely with three different team leaders. The internship will primarily involve remote work with a required on-site presence at Main Library for the Columbus Book Festival, July 9-13, 2025.

**Key Responsibilities:**

**1. Community Relations:**

- Develop and schedule social media posts to promote upcoming Friends events such as the Book Sale, Author Events, and Gallery Openings.
- Create templates for social media graphics using Canva and other tools.
- Engage with followers across social media platforms to foster community engagement and awareness of Friends events.
- Support marketing efforts for events and initiatives through creative content.

**2. Board Governance:**

- Assist with organizing and updating board documents, ensuring they are well-maintained and accessible for board members.
- Help create and streamline systems for document storage and organization to facilitate smooth board operations.
- Collaborate with the board governance team to ensure timely communication and accessibility of important materials.

**3. Volunteer Coordination:**

- Assist in recruiting, organizing, and coordinating volunteers for the Big Book Sale and the Friends of the Library Booth at the Columbus Book Festival.
- Communicate with volunteers, providing necessary details about event schedules, duties, and expectations.
- Work closely with event organizers to ensure a smooth and efficient volunteer experience during events.

**Requirements:**

- **Current Enrollment:** Rising freshman to senior enrolled in a postsecondary program during the 2025-2026 academic year.





- **Experience:** Previous experience with social media platforms (e.g., Instagram, Facebook) and content creation is preferred. Experience with Canva or similar design tools is a plus.
- **Skills:** Strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. Effective written and verbal communication skills are essential.
- **Flexibility:** Ability to work 10-30 hours per week, with flexibility in scheduling. The intern must be able to attend on-site events, including the Columbus Book Festival in July 2025.
- **Passion for Libraries:** A strong interest in libraries, community engagement, and nonprofit work is a plus.

### Compensation:

- **Stipend:** \$2500 for the summer
- **Work Hours:** 10-15 hours per week, with a flexible schedule (Expect 30 hours a week during Book Festival)
- **Hybrid Work:** Primarily off-site, with in-person attendance required for the Columbus Book Festival in July 2025 and other projects as needed

### How to Apply:

Interested applicants should submit a resume and cover letter to [fol@columbuslibrary.org](mailto:fol@columbuslibrary.org) by 5 p.m. on Friday, May 2.

