

MARKETING INTERN

Open Recruitment

Closing Date: May 29, 2026, 5:00p.m.



\$21.05-\$26.93 per hour DOQ



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PLACENTIA LIBRARY DISTRICT



Founded on September 2, 1919, the Placentia Library District is one of 12 independent library districts in California, serving as a cornerstone of the community for over a century. The Library provides a wide array of programs and services for all ages, including educational workshops, literacy programs, technology access, cultural events, and youth activities. Its funding drawn from a share of local property taxes, grants, and entrepreneurial initiatives supports a vibrant, accessible space that fosters learning, creativity, and community connection. Open seven days a week at 411 E. Chapman Avenue, Placentia, California, the Library remains dedicated to enriching lives and strengthening the heart of the community.

Our Mission

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

This is a paid part-time internship under the general direction from the Supervising Librarians.

Key Responsibilities

- Produce engaging content for newsletters, websites, social media platforms, newsletters, brochures, and press releases.
- Manage and monitor the organization's social media accounts and digital presence.
- Design promotional materials using graphic design tools (e.g., Canva).
- Track performance metrics (e.g., engagement, reach, attendance) and adjust strategies to improve effectiveness.
- Monitor and recommend changes to the District website to ensure it accurately represents and communicates information for District programs and identity. Create web ads, special program pages, and keep program content current.
- Collaborate with internal departments to ensure consistent messaging across all communication channels.
- Assist in planning and promoting special events, public programs, or community initiatives.
- Maintain brand standards and visual identity guidelines.
- Coordinate multiple tasks simultaneously; ensure projects and assignments are completed on time; coordinate with staff and external organizations for the timely and accurate distribution of materials.
- Photograph District and community events for possible publications; determine subject matter; coordinate video production as required.
- Attend District and community events as required.

Education and Experience Needed

Possession of a high school diploma or the equivalent. Proficiency in digital marketing tools (e.g., Mailchimp, Canva, Hootsuite, etc.), graphic design software, and/or content management systems (e.g., WordPress). Strong written and verbal communication, creativity, attention to detail, and the ability to work independently and collaboratively. Possession of a valid California driver's license. Bilingual-Spanish preferred.

Applicants holding a bachelor's degree or higher are eligible for a 10% pay differential.

Working Conditions

The District is open 7 days a week. This position is required to work during District operating hours or before and after operating hours and attend community events.

How to Apply

Applications are available online at www.placentialibrarydistrict.ca.gov and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates may submit their application and resume by email to administration@placentialibrarydistrict.ca.gov or to the Placentia Library Administration Office. Resumes will not be accepted in lieu of an application - incomplete application will result in disqualification.

Deadline to submit application is Friday, May 29, 2026.

The Placentia Library District is an Equal Opportunity Employer.