

Internship Opportunity



Multiple Opportunities Available

Posting Date: June 6, 2017

THIS MAY BE THE OPPORTUNITY FOR YOU!

A LITTLE BACKGROUND HISTORY

The [California State Library](#) was Founded in 1850 and is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need. The State Library has an extensive collection of documents from and about the state's rich history. The library also holds federal and state publications and is home to the Bernard E. Witkin State Law Library and the Braille and Talking Book Library.

Internship Summary

The California State Library's Summer Reading Challenge is part of a statewide effort among public libraries to get one million Californians reading this summer. The State Library's goals are to foster communities of readers and to increase awareness of the State Library and its many resources.

The internship is an opportunity to manage an outreach project, with full support from the Library's Communications team. Strong organizational and time management skills are a must and a knack for writing friendly emails is a huge plus.

The Intern will be responsible for all communications with the reading contest entrants and will manage administrative duties associated with the contest.

The Intern will report to the California State Library's Communications team.

JOB DUTIES

- Sign up entrants, confirm receipt of books read, and answer general questions about the contest. (Most communication with entrants is by email)
- Create an Excel spreadsheet of contestants and log in books completed.
- Calculate weekly top readers and inform Communications team, so the team can post results on social media.
- Other duties as assigned.

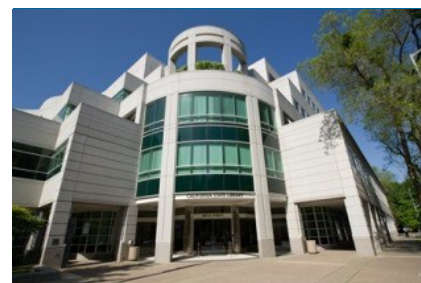
DESIRABLE QUALIFICATIONS

- Excellent writing skills and an ability to communicate in a timely and friendly manner.
- A love of books and reading.
- Experience working with Excel and creating basic spreadsheets.
- Ability to organize and finish tasks on time.
- Responsiveness to needs of contest entrants

Summer Internship program starts mid June. Please apply by June 16th.

APPLICATION PROCESS

Please submit your resume and cover letter to csljobs@library.ca.gov



Summer Reading Challenge Intern

- ♦ Accepting Applications until positions are filled
- ♦ Minimum commitment of 8 hours per week
- ♦ Flexible weekly schedule

The State Library serves the people of California in several ways:

- ♦ It is the central reference and research library for state government and the Legislature.
- ♦ It provides non-partisan research to the Legislature and the Governor.
- ♦ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ♦ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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