

Say Yes Buffalo Internship Opportunity

Position: **Young Adult Programming Assistant**

Organization Name: Buffalo & Erie County Public Library

Location: North Park Branch Library, 975 Hertel Avenue, Buffalo, NY 14216

Website: www.buffalolib.org

Organization Description/Profile:

The Buffalo & Erie County Public Library System is made up of 38 libraries in Erie County, including the Central Library and eight branches in the City of Buffalo, and a Bookmobile, the "Library on Wheels".

Our mission is connecting our diverse community with library resources that enrich, enlighten, and entertain.

Librarians are involved in public programming, outreach, technology training, collection development, cataloging, publicity/marketing, library advocacy, branch library management, and special projects.

Position Supervisor & Title: Jennifer Crowley, Librarian I - Branch Manager, North Park Library

Internship Title: Young Adult Programming Assistant

Internship Duties and Responsibilities:

The intern will work with professional library staff in creating and implementing library programs.

- Develop summer programs for ages 12-18, relating to science, technology, engineering, art, and math (STEAM)
- Determine and suggest library resources for ages 12-18
- Explore the possibility of a Teen Advisory Group
- Create flyers and materials for distribution
- Create library displays and promotional materials

Minimum Requirements

- Say Yes scholar in good academic standing, must be at least a rising Sophomore in college
- Desired skills:
 - **Customer Service:** Friendly and positive attitude
 - **Technology Skills:** Familiarity with Microsoft Word/Publisher and Internet searching

- **Communication skills:** effectively communicate ideas and information both in written and oral form.
- **Ability to comprehend and follow instructions:** Effectively follow instructions from supervisor, verbally and in written form.
- **Organization and Time Management:** Set priorities in order to meet deadlines.

Intern takeaways:

- **Skills:**
 - Leadership
 - Communication
 - Research
 - Instruction
 - Technology skills

Duration of employment:

- Summer 2019
- 10 weeks
- 20 hours per week, approximately
- Exact start and end date will be decided upon by the employer and hired intern.

Compensation: \$11.60 per hour

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org. **Please note:** If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: May 15, 2019

Interviews: Will take place in late May – candidates will be contacted for interviews after the application deadline closes (May 15th).