



Position: Library Intern (full time)

Position description: This full time, 40 hours a week internship (including Saturdays and evenings) from October 2019 to September 2020

Schedule to be determined by Librarian

Stipend: \$1,000 per month + travel stipend

Library tasks include, but are not limited to:

- Solely staffing the circulation desk and performing all relevant tasks (circulation, reference)
- Assisting the librarian in regular projects (weeding, collections maintenance, book repair)
- Greeting the AF public (members, native French speakers) in a professional and efficient manner
- Assisting with the promotion of collections (social media, newsletter, thematic displays)
- Helping with community outreach tasks and services as required
- Aid with the planning and organization of adult and children's cultural events, including but not limited to a monthly game night, a book club, story time, and/or other teen/adult programs
- Aid with special events put on by the Library and the Children's Department

All the library tasks will be under the supervision of the Librarian.

Qualifications

- Bilingual French/English (B2 minimum)
- Degree in Library Science appreciated
- Ability to work independently and well-organized
- Experience with Microsoft Office, experience with library cataloging systems appreciated

Application deadline: September 15, 2019

Citizenship, green card, or worker's permit required

Contact:

Send a CV, cover letter, and 3 references to:

Kelsey Hammer

Librarian

library@francedc.org