

Say Yes Buffalo Internship Opportunity
Position: **Summer Programming Intern**

*Have you ever thought about a career in the public library, serving your community?
If so, this internship could be for you!*

Organization Name: Buffalo & Erie County Public Library

Location: City of Buffalo Branch Libraries

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.

Internship Duties and Responsibilities:

The intern will work with professional library staff in creating and implementing summer library programs; examples:

- Summer reading programs
- Children’s story times
- Adult book clubs
- STEM programming

Minimum Requirements

Desired skills:

- Say Yes Scholar in good academic standing
- Understanding of Microsoft Office and use of Social Media
- Excellent time and attendance
- Good communication skills – written and oral

Intern takeaways:

Skills:

- Library program preparation and implementation
- Working with the public
- Interpersonal
- Public Speaking

Duration of employment:

- Summer 2018 – exact dates to be discussed during the interview
- 10 weeks
- 20 hours per week, approximately

Compensation:

- \$10.90 per hour

Accommodations:

- The Buffalo & Erie County Public Library is committed to ensuring equal employment opportunity and equal access to services, programs and activities for all persons, including those with disabilities. It is B&ECPL's policy to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is employed.

To apply:

Submit cover letter & resume to: buffalointernships@sayyestoeducation.org

Deadline:

May 10, 2018

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.