



## **National Program Intern**

The Urban Libraries Council has spent more than 40 years enriching urban communities by strengthening their public libraries. As an intern at ULC, you will dive deep into areas that might surprise you, like race and social equity, entrepreneurship, education, digital inclusion and healthy, sustainable communities. Sound exciting? Keep reading.

ULC is made up of a small staff. Don't let that scare you away. In fact, that should excite you because it means you will be counted on to do things you wouldn't be counted on for in most other organizations.

The Strategic Initiatives team works to provide ULC libraries with resources and programs to increase their impact in the community. We are a small and dedicated team seeking a program intern to join us in Summer 2018. This is a paid internship and reports to the Director of Strategic Initiatives.

As a Strategic Initiatives Intern you will gain hands-on experience in a nonprofit organization and develop a project designed to deepen and expand ULC's work in one or more of our strategic focus areas – education, digital inclusion and healthy, sustainable communities.

The Strategic Initiatives Intern will be involved in supporting program development, including:

- Researching education, digital inclusion and healthy, sustainable communities issues as related to library and community goals
- Monitoring activities and developments in education, digital inclusion and healthy, sustainable communities with potential to impact libraries and communities
- Writing, editing and identifying critical resources and materials
- Preparing summary documents and meeting briefs, record notes and complete follow-up tasks to advance the team's work
- Performing other projects and assignments given by the Director of Strategic Initiatives

Ideal candidates have:

- Interest in the work of the Urban Libraries Council
- Strong writing and communication skills
- Professionalism, inter-personal communication skills and an aptitude for teamwork
- Experience using Microsoft Office tools (Word, Excel, PowerPoint) or similar
- Working toward a bachelor's degree or a master's degree