

Ypsilanti District Library

TALK Early Literacy Internship

Department: Youth Services, Whittaker Road Location

Reports to: Head of Youth Services

Description: The Ypsilanti District Library has three locations and a bookmobile that serve a diverse population of 83,000 in the City of Ypsilanti, Ypsilanti Township and part of Superior Township, about 10 minutes east of Ann Arbor and 35 minutes west of downtown Detroit.

Under the direction of the Head of Youth Services, the intern will provide support for TALK: Text and Learn for Kindergarten. TALK is a text messaging service that delivers literacy-building activity suggestions to parents of children 5 and under in Washtenaw County. This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

Tasks:

1. Input content for and schedule delivery of TALK text messages using the Trumpia texting platform.
2. Manage TALK subscriber communications, including requests for assistance.
3. Upload and share content to TALK website & social media pages.
4. Assist with TALK outreach, including attending events to promote TALK, reaching out to partner organizations with program information, and responding to requests for promotional materials.
5. Produce periodic reports to update staff and partners and assist evaluation of the TALK program.
6. Other duties as assigned.

Qualifications:

1. Bachelor's Degree or equivalent experience. Preference given to candidates who are currently enrolled in a Library/Information Science Master's program at an ALA-accredited school.
2. Proficiency with technology, including WordPress, Microsoft Office, and social media tools.
3. Strong attention to detail and ability to proofread.
4. Excellent oral, written, and interpersonal communications skills.
5. Ability to function in a professional manner, work independently, and use good judgment.
6. Ability to organize, prioritize, and coordinate multiple tasks.
7. Dependable and flexible.

Time/Hours:

Internship begins May 1, 2019 and lasts through April 30, 2020, 12 hours per week, and can be combined with a Youth Services Internship for the summer to fulfill the requirements of a Library and Information Sciences internship. Training provided.

Salary/Benefits:

\$12.00/hour. No benefits.

To Apply:

Submit resume, cover letter, and completed YDL application (www.ypsilibrary.org/jobs) by April 10, 2019 to: Human Resources or lisa@ypsilibrary.org, Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI 48197. YDL is an Equal Opportunity Employer