



**Internship Title:** Community Engagement & Volunteer Cultivation Intern

**Duration:** 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

**Description:**

The Community Engagement & Volunteer Cultivation Intern will work to create online and offline communities of individuals who are interested in volunteering to build support for libraries. There are opportunities to work with a number of advanced digital platforms to create online communities of library supporters for specific local, state, or federal issues as well as general support for libraries. This intern will be responsible for the training, scheduling, and cultivation of volunteers across the country.

**Duties:**

- Research, develop and maintain lists of potential volunteer groups and individuals
- Help manage volunteer outreach
- Seek out community events in order to recruit more volunteers
- Reply to volunteer inquiries providing information about the organization and matching to specific volunteer role
- Provide scheduled volunteers with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents
- Assist with data entry and ensure data quality of volunteer statistics

**Qualifications:**

- Previous internship or related experience either as a volunteer or managing volunteers is a plus
- An effective communicator, both written and oral
- Firm grasp of available tools and platforms in the social media space
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards/ educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling

**Skills:**

- Strong attention to detail and organizational skills required
  - Strong writing, communication and interpersonal skills
  - Ability to work with various departments to finish necessary projects
  - Understand the importance of maintaining confidentiality
  - Ability to work proactively within a team as well as independently
  - Self starter, able to think creatively to solve problems
  - Possess superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents (i.e. sponsors, volunteers, and librarians)
-