



## Community Library Coordination Intern Description:

March 2010

### General:

Bitch Media seeks an individual interested in feminism, pop culture, independent media, and library science to serve as the Community Library Coordination intern.

Bitch Media's lending library is open to the public and contains more than 800 books on feminism, media, sociology, history, film, gender and queer studies, comics, and much more.

### The intern's responsibilities include:

- Coordinate cataloging of new books.
- Coordinate and train volunteers for cataloging, staffing library hours, and other activities.
- Oversee library membership.
- Curate library titles and solicit donations of new books.
- Assist in acknowledgment of library donations.
- Manage book returns.
- Assist in coordinating reading groups and other library-related events.
- Build relationships with other organizations for partnership opportunities.
- Coordinate PR for the library.

### Required Skills:

- Exceptional customer service skills
- Excellent communication skills
- Flair for creative problem solving
- Detail oriented
- Experience with project management
- Proficiency in Microsoft Office, particularly Word and Excel

### Additional Skills:

- General understanding of/experience with library operating procedures.
- Familiarity with database systems

### Time Commitment:

8-10 hours a week; minimum commitment of 3 months, with preference given to an individual that can commit to 6 or more months.

Position open until filled. Please send resume and letter of interest to [julie@b-word.org](mailto:julie@b-word.org).