MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

Host Site: Allegheny County Library Association

Site Supervisor: Carrie Lane  Email/Telephone: lanec@einetwork.net, 412-921-1123

Position Category: __Academic  X  Children & Youth  __ School  
__ Archives  __ Public  X  Other  Administration

Time Commitment per week:  X  10 hours  □  15 hours

Compensation:  Hourly $__________  X  Stipend/term $1000

Public Transportation Accessible:  X  Yes  □  No

Position Overview (1-3 sentences)
The Youth Services Intern assists the Youth Services Coordinator with consultation & professional development opportunities for 46 libraries; planning & implementing countywide programs, such as the Children’s Choice Awards and the American Girl® Collection; managing partnerships with the Allegheny Intermediate Unit & other organizations; monitoring the Best Practices applications and updating social media accounts.

Essential Job Functions
- Communicating information to librarians, outside organizations, and families
- Preparing resources for distribution to youth services librarians
- Designing, administering, organizing, and reporting data collection
- Researching & recommending resources to aid projects
- Creating documents, such as instruction guides or spreadsheets
- Assisting with event planning, registration, implementation, and evaluation

Requirements
- Previous work experience
- Proficiency with Microsoft Office products with a working knowledge of Excel
- Professional communication skills, both oral and written
- Superior attention to detail
- Ability to prioritize workload, work independently, and consistently meet deadlines
- Ability to work collaboratively with librarians and outside organizations
- Experience creating and managing social media

Other Skills/Abilities
- Positive attitude
- Comfortable with challenges and learning new tasks