



Title: Program Intern (10-12 hrs./week; eligible for **SPIN Grant***)

Reports To: Rachel McMullen, Teen Services Librarian | Marketing and Program Manager

Job Summary: Join the 2021 IMLS-award winning Highwood Public Library and Community Center, a small but mighty library serving a diverse community. The Program Intern reports to the Marketing and Program Manager and will work closely with other library staff. The Program Intern's primary responsibility is assisting with the administration of our children and teen programs, including developing marketing materials, managing data, and overseeing the implementation of library programs and events. This position will offer the unique opportunity to develop practical marketing and program management skills that can be leveraged for a variety of professions.

The successful candidate will demonstrate a commitment to our mission to serve as an innovative anchor that enriches, empowers, educates, and embraces the community it serves. This position is integral to our work of providing educational and literacy-based programming through engaging services, community collaboration opportunities, and traditional library resources.

About the Highwood Public Library: Founded in 1976, the Highwood Public Library is an innovative and collaborative anchor of the community, providing educational support, information needs, engaging services, and inspirational collections. The Library provides free multicultural and bilingual programs, services, and resources for Highwood and Illinois residents of all ages and ethnicities, including story time, book discussions, summer reading programs for all ages, as well as literacy-focused bilingual programming.

Duties and Responsibilities:

- Create promotional materials for programs and library events
- Develop training materials, schedules, and data management tools
- Manage program documentation and data
- Assemble supplies and materials to support program facilitators
- Other tasks as assigned

Experience:

- Detail oriented
- Able to juggle multiple tasks with ease
- Self-directed: Ability to work independently and be attentive to program goals and outcomes
- Strong computer skills
- Excellent organization and communication skills
- Knowledge of library and information science appreciated

To apply, please send a brief cover letter and your resume to rmcmullen@highwoodlibrary.org or complete the volunteer application at <https://highwoodlibrary.org/volunteer>.

*Schuler Scholars can apply for Schuler **SPIN Grant** funding for unpaid internship and research opportunities for up to \$3500. The application is now open for spring 2022: **Apply here!**