Community Library Coordinator Description

General:
Bitch Media seeks an individual interested in feminism, pop culture, independent media, and library science to serve as the Community Library Intern. Bitch Media’s lending library is open to the public and contains more than 2,500 books and zines that explore feminism, media studies, pop culture, queer studies, race studies, sex and sexuality, body image and much more.

The intern’s responsibilities include:
- Coordinate and train volunteers for cataloging and staffing library hours
- Oversee the cataloging of new books
- Manage book returns
- Curate library titles and solicit donations of new books
- Contribute to the Bitch blogs by highlighting featured books in the library
- Manage the library’s facebook account
- Staff the Bitch Media table at other organization’s events as needed

Required Skills:
- Exceptional customer service skills
- Excellent communication skills
- Flair for creative problem solving
- Detail oriented

Preferred Skills:
- General understanding of/experience with library operating procedures
- Familiarity with database systems
- Experience with and interest in blogging (especially about books)

Compensation:
Because we’re a small, under-funded nonprofit organization, this is an unpaid position. Students are encouraged to work toward class credit allowed by school.

Schedule:
The library intern is expected to come into the office on Tuesdays and Thursdays, working a total of 10-15 hours a week. Must have availability during the library’s open hours, on Tuesdays and Thursdays from 5-8pm. Must also be present on Tuesday mornings at 10am to participate in our weekly staff meetings.

Duration:
3-6 months, with preference given to an individual that can commit to 6 months.

Position open until filled, with preference given to early applicants. Please send resume and cover letter to Julie Falk, Executive Director, at julie@b-word.org