

Administrative Professional Opportunity for the Roaring Spring Community Library

ABOUT RSCL

The Roaring Spring Community Library is located in a rural area in the southern end of Blair County. The Library was founded in 1959 and occupies the historic Eldon Inn. Our service area is comprised of 6,800 individuals in Roaring Spring, Taylor Township and ½ of East Freedom. The Library is actively involved in the community, planning, and participating in a variety of local events. For additional information: www.roaringspringlibrary.org.

GOAL

The primary goal of the internship is to increase office efficiencies and expand use of Microsoft Office applications.

INTERNSHIP DESCRIPTION AND DUTIES

R.S.C.L. is offering an internship opportunity for an individual who is seeking experience in a non-profit community based organization. The intern will have the opportunity to learn about multiple aspects of running a non-profit organization including: fundraising and development, budgeting and finance, board development, community outreach, marketing, program design, scheduling and human resources and collaborative work with community organizations.

The student intern will work closely with the Director and Assistant Director and work on various projects. Weekly progress reports and meeting with Director to discuss any issues are to be part of the learning process.

Provide office support functions including composing business documents, gathering, analyzing and compiling data.

Assist in drafting forms, printing and copying information for distribution.

Assist with special projects including distribution of information, data entry, filing and research.

Manage social network in coordination with staff.

STUDENT QUALIFICATIONS

Student intern should have a basic understanding of office operations, the ability to use the latest technology and be skilled in the use of Microsoft Office.

Possess excellent verbal, written, and communication skills, be self-motivated, flexible, have the ability to work independently, and have organizational and time management skills.

The student intern will be working in a business setting and will have contact with clients, potential partners, and funders. The intern will be expected to conduct himself/herself in a professional manner.

HOURS/START AND END DATES

The number of hours each week is dependent on the interns schedule and availability. We request 12-15 hours per week. Specific hours and days worked, as well as the start and end dates of the internship, are flexible depending on the intern schedule.

DRESS CODE

Student interns are required to dress in suitable business attire. Flip flops, sneakers, shorts, miniskirts, and T-shirts are not permitted unless appropriate for the event. If the student intern arrives at work and their clothing is deemed inappropriate, they will be asked to go home and change.

COMPENSATION

Internship positions are not compensated, but any necessary paperwork will be completed to complete college credits.

ORGANIZATION CONTACT

Interested candidates should contact
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