



Library Internship Spring 2009

POSITION DESCRIPTION

ICP is seeking graduate and undergraduate students interested in library sciences and information management for a Spring 2009 Library Internship.

The Library Intern will work with the ICP team to develop an effective library and information management strategy for its 3,000+ materials library. The intern's primary responsibilities will be to take the lead on organizing the ICP library of materials related to youth civic engagement.

Specific tasks include:

1. Developing an organizational structure for the library
2. Sorting through the contents of the library and categorizing materials
3. Creating an effective and searchable on-line database of library materials
4. Developing and implementing directives for keeping the library up to date and cataloging new materials as they are acquired

QUALIFICATIONS

An ideal candidate will:

1. Have excellent organizational skills
2. Have previous library organization/cataloging experience or coursework in library science/information management
3. Enjoy the challenge of organizing information into an accessible, easy-to-use system
4. Be able to work independently and responsibly most of the time
5. Have experience in database creation and maintenance
6. Be willing to commit a minimum of 20 hours per week (days and times are flexible); preference given to applicants available 30-40 hours per week.

Start Date: January/February 2009

End Date: May/June 2009 (possible option for renewal in Summer/Fall 2009, depending on project progress)

BENEFITS

ICP is a small organization and interns are considered to be full members of the team. The Library Intern will have a great opportunity to gain experience in organizing a library of 3,000+ materials and creating an effective online database that will be utilized by an international audience as part of ICP's goal to be the leading source of information, resources, and innovation in the field of global youth service. We are in a great Metro-friendly location—our office is one block from DuPont Circle. We offer a small weekly stipend to help defray the costs of meals and transportation (variable depending on number of hours worked), but please be advised that this internship is otherwise unpaid. We are unable to offer assistance with housing or travel to Washington, D.C.

APPLICATION PROCESS

The deadline for applications is February 1, 2009, and we will be interviewing on a rolling basis. Interested candidates should send a *résumé and letter of interest detailing their experience in library sciences and information management* via email, fax, or postal mail to:

Office Manager
Innovations in Civic Participation
1776 Massachusetts Ave, NW
Suite 201
Washington, D.C. 20036

Phone: (202) 775-0290
Fax: (202) 355-9317
Email: info@icicp.org

ABOUT ICP

Innovations in Civic Participation (ICP) is a non-profit organization based in Washington DC that facilitates the generation of opportunities for young people to change their communities for the better and build essential skills for future success through civic engagement. We work with individuals, organizations, and groups around the globe to support the development of innovative approaches to two civic participation strategies: national youth service and service-learning.

ICP is working on an array of projects in the United States and overseas that support the development of national and community service policies and programs. In the US, ICP focuses its efforts on broadening and deepening support for national and community service by developing pathways and transition strategies for AmeriCorps members after service, identifying and supporting innovative state programming, and promoting investment in a Clean Energy Corps for environmental service.

Internationally, ICP is developing regional capacity in South and East Asia, Latin America, and Africa, building strategic partnerships to assist in the design and implementation of innovative service programs and policies, and collecting and distributing information through forums, publications, and our website, blog, and e-newsletter.

For more information about ICP please visit www.icicp.org.