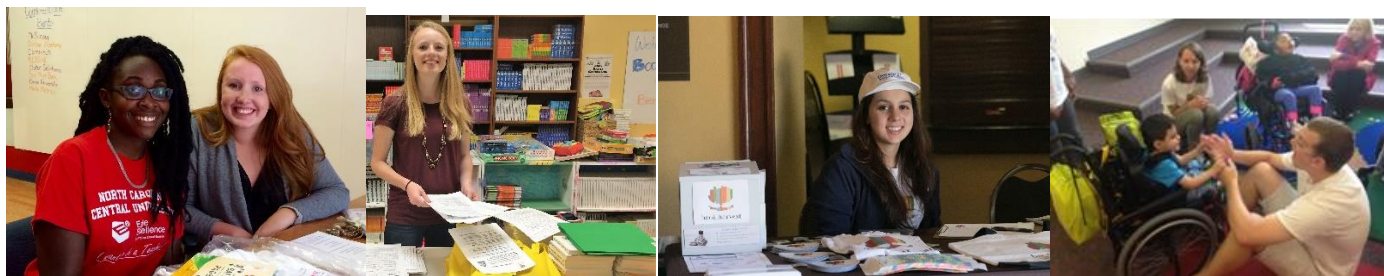




book harvest

College and graduate students: Apply to intern with Book Harvest this summer!



Book Harvest provides books to Triangle children who need them. We collect new and gently used children's books to help children from low-income families build home libraries of books that they have chosen – and, in the process, to arrive at kindergarten ready to learn, combat summer learning loss once they are in school, and self-identify as readers. We believe books are a vital tool to help all children succeed in school and in life. In the six years since our founding, children have harvested more than 530,000 books from our programs.

We are seeking an operations intern for the summer of 2017. This intern will help Book Harvest's staff, board, and volunteers with a wide range of organizational projects and day-to-day activities while gaining valuable experience in a successful and quickly-growing nonprofit organization.

The responsibilities of the intern will include (but not be limited to) the following:

- Working with our staff on our four core programs: Community Book Bank, Book Babies, Books on Break, and Books to Go.
- Staffing our front desk and greeting visitors and volunteers.
- Helping to manage our book inventory and prepare our donated books for distribution.
- Assisting with our blog and supporting our social media outreach on Facebook and Twitter.
- Helping to set up systems and databases, and entering data.
- Writing personal acknowledgements to book donors and financial donors.
- Coordinating with volunteer groups to run book drives and book sorting events.
- Filling in as liaison to our book distribution partners when needed.

An ideal applicant should have a passion for children's literacy and social justice; strong writing skills; an enthusiasm for working with the public, including volunteers, donors, and children; plenty of initiative and creativity; and proficiency with presentation tools, social media, and networking. Fluency in Spanish is strongly preferred but not required, and students of color and students from local colleges and universities are encouraged to apply.

This is a great opportunity to be part of an energetic and entrepreneurial nonprofit and to gain valuable grassroots skills and leadership experience. This internship will be based in Durham; some time will be spent out of the office, and access to a car is required. Some heavy lifting is involved.

This internship requires a minimum of 32 hours per week from approximately June 5 through August 11 and will include a small stipend. Occasional availability on Saturdays may be necessary. To learn more about Book Harvest, please visit www.bookharvestnc.org.

Interested applicants should email a resume, statement of interest, and two references to Daniele Berman, Community Partnerships Manager, at daniele@bookharvestnc.org. **The priority deadline is Friday, February 17, 2017, and the position will remain open until filled.**