

**YPSILANTI DISTRICT LIBRARY**  
**TALK Project Intern**

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**Department:** Administration  
**Reports:** Communications & Development Coordinator

**Purpose:**

Under the general direction of the Communications & Development Coordinator, the Intern will perform regular maintenance and promotional tasks to support a new early literacy text messaging service. Text and Learn for Kindergarten (TALK) launches in October. Designed for Washtenaw County parents of children birth-5, TALK will deliver text messages suggesting simple age-appropriate activities that build early literacy skills needed for school readiness. This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

**Duties:**

1. Input content for and schedule delivery of text messages using the Trumpia texting platform.
2. Manage TALK subscriber communications, including requests for assistance.
3. Regularly upload new text message content to the TALK website.
4. Manage TALK social media pages.
5. Assist Youth staff in tagging newly-created text messages.
6. Respond to partner requests for TALK promotional materials.
7. Using Trumpia, produce reports to assist with evaluation of the TALK program.
8. Other duties as assigned.

**Qualifications:**

1. Currently enrolled in a Library/ Information Science Master's program at an ALA-accredited school.
2. Proficiency with technology, including WordPress and social media tools.
3. Strong attention to detail and ability to proofread.
4. Excellent oral and written communications skills.
5. Ability to function in a professional manner, work independently, and use good judgment.
6. Ability to organize, prioritize, and coordinate multiple tasks.
7. Dependable and flexible.

**Time/Hours:**

Internship begins mid-September 2017 and will extend 1-2 years depending on student's availability and performance. 12 hours per week. Training provided.

**Salary/Benefits:**

\$12.00/hour. No benefits.

**To Apply:**

Submit resume, cover letter, and completed YDL application ([www.ypsilibrary.org/jobs](http://www.ypsilibrary.org/jobs)) by August 25, 2017 to:

Human Resources  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

or [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)

*YDL is an Equal Opportunity Employer*