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Chicago Public Libraries Paid Internship Apply Online

Description

The Chicago Public Libraries (CPL) Paid Internship Program offers a dynamic and enriching experience for passionate individuals interested in the world of libraries and public service. As an intern, you'll gain valuable hands-on experience while contributing to CPL's mission of providing vital resources, programs, and services to diverse communities throughout Chicago.

Responsibilities

- Assist librarians with tasks like book organization, shelving, and material management.
- Provide exceptional customer service by answering patron questions, offering guidance, and assisting with technology needs.
- Participate in program development and execution, supporting events, workshops, and educational initiatives.
- Contribute to marketing and outreach efforts, promoting library services and resources.
- Assist with administrative tasks as needed, ensuring smooth library operations.

Qualifications

- Minimum age of 16 (or have a work permit) for high school students. College students must be currently enrolled in an accredited program.
- Strong interest in libraries, public service, and community engagement.
- Excellent communication and interpersonal skills with a passion for helping others.
- Ability to work independently and as part of a team.
- Basic computer literacy with a willingness to learn new technologies.

Experience

- Prior experience in customer service, public service, or a library setting is a plus, but not required.
- A strong academic record demonstrates your ability to learn and succeed.

Skills

- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to prioritize tasks and meet deadlines.
- Customer service skills (preferred but not required).
- Proficiency in Microsoft Office Suite (preferred but not required).
- Ability to learn quickly and adapt to new situations.
- Interest in technology and digital literacy (a plus).

Job Benefits

Hiring organization

Chicago Public

Employment Type

Intern

Job Location

Chicago, Illinois, United States,
60606, Chicago, Illinois, United States

Working Hours

8

Base Salary

10

Date posted

April 22, 2024

Valid through

29.04.2027

- Gain valuable experience working in a professional library setting.
- Develop essential skills in communication, customer service, project management, and information technology.
- Network with library professionals and gain insights into potential career paths.
- Contribute to a vibrant and dynamic public institution that serves the community.
- Earn a competitive hourly wage.

How To Apply

Visit the official website of **One Summer Chicago** (<https://onesummerchicago.org/>) and complete the basic profile information. You'll then be redirected to the **After School Matters** website (<https://afterschoolmatters.org/>). Search for "library" internships using the keyword search function. This will display positions offered at various CPL locations throughout the city.