



New Book Acquisitions Intern

Term: Winter, Spring, Summer or Fall

Length: 10 weeks (or longer)

Hours per Week: TBD (can be scheduled to meet 1 or 2 credits)

Reports to: Manager – New Book Acquisitions

Primary Function:

Bernie's Book Bank is looking for an enthusiastic and dedicated team player to serve as the New Book Acquisitions Intern. We are looking for candidates who are passionate about our mission to significantly increase BOOK OWNERSHIP among at-risk infants, toddlers and school-age children.

Essential Job Responsibilities:

- Support the Processing Center (PC) in meeting book distribution standards/commitments
- Assist in the processing of new and used books
- Assist in the selection of books being sourced from publishers
- Assist in tracking of data relevant to PC operations and book sourcing
- All other duties as assigned

Requirements:

- MUST have a high school diploma
- MUST have and exude an exceptionally positive, "I CAN/I WILL" attitude and be self-motivated
- MUST demonstrate an understanding of the value of relationships as the lifeblood of Bernie's Book Bank
- MUST represent the following qualities: problem-solving, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasking
- Having an interest in children's books a plus. Education and English majors are encouraged to apply.
- Ability and willingness to take direction
- Excel skills are a plus

Working Conditions/Physical Demands: While performing the duties of this job, the incumbent will typically be working in an office or event space environment. Will sometimes be asked to do moderate lifting, bending, pulling, and standing for extended periods. Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential duties.