



Used Book Acquisitions Intern

Term: Spring/Summer

Length: 6-8 weeks

Hours per Week: Flexible, TBD

Reports to: Associate – Used Books Acquisition

Primary Function:

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

Essential Job Responsibilities:

- Conduct research on prospective book sources including new partners and new geographical locations
- Analyze data to find trends with current book partners
- Assist with sorting used books in order to gather accurate information
- Evaluate Book Drop Network Partners, including secret shopper and follow-up
- Other duties as assigned

Requirements:

- MUST have a High School diploma
- MUST represent the following qualities problem-solving, analytical, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasking
- Comfortable speaking with people, both in-person and on the phone
- Comfortable working in Excel
- 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

This position is ideal for students who are thinking about careers in Marketing Analytics, Communications, Business Analytics or Engineers.

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.