

**INTERNSHIP TITLE:** Literacy Steward

**LOCATION:** Lawrence Public Library, in Lawrence, MA.

**INTERNSHIP DESCRIPTION:** Raising A Reader Massachusetts aims to give every child an equal opportunity for achievement by engaging low-income parents in a routine of daily book sharing from birth to age five, fostering healthy brain development, parent-child bonding, and the early literacy skills essential for school success. Raising A Reader MA partners with early care and education providers in 13 communities to serve nearly 10,000 families in Massachusetts.

*The position will be approximately 10 hours per week, although hours are flexible.*

RAR MA is seeking a highly motivated self-starter who is independent, outgoing and creative to serve as our Literacy Steward Intern. This person will join our small staff of personable, fast-paced, independent individuals, and will be responsible for assisting with office work, preparing documents for the fall, assisting with summer programs, such as storytimes, and working on several creative projects.

**Responsibilities include:**

- Updating various online data management resources including Salesforce and Sugarsync
- Researching and collecting data for various initiatives
- Documenting work for future interns
- Assisting with storytimes for groups of children
- Developing outreach materials and assisting with outreach

**Skills and Qualifications:**

- Ability to work independently
- Passionate about literacy & early childhood education
- Organized, creative and responsible
- Proficiency in Spanish desired. Other languages welcomed.
- Comfortable with Microsoft Office Software
- Personal transportation preferred
- Background check required

**Although this internship is unpaid, many other benefits can be gained through this position, including:**

- Work and transferrable skills
- Experience a prospective career path in nonprofit/education
- Network with professionals in the nonprofit field/Lawrence community for references and job opportunities
- Apply methods and theories learned in class with practical experience in the workforce
- Opportunity to gain academic credit
- Focus on professional development and resume/interview building skills

Please send your resume to Rebecca Schmaeling, [rebecca@raisingareaderma.org](mailto:rebecca@raisingareaderma.org). Please include a note stating your days and hours of availability.