**Internship Position:** Listos assistant

**Closing Date:** Until filled

**Job Description:**
Want to share your early childhood knowledge and Spanish language skills with the Library and would like to gain valuable experience in a unique program setting? We have an exciting opportunity for you! *Listos para el kinder* (Ready for kindergarten) is Multnomah County Library’s popular and successful early literacy program for Spanish-speaking families with children 3 to 5 years old.

*Listos* breaks down barriers to family involvement by providing a culturally appropriate and responsive early childhood program and library resources that enhances the role of Latino parents in supporting the education of their children.

The intern can expect:
- Effective supervision: Orientation and ongoing training
- Meaningful assignments: Ensure challenging projects and tasks
- Clear objectives: Discuss and develop learning objectives intern would like to achieve while working with *Listos*

If you are interested in working with Spanish-speaking preschool age children, this is a great fit for you. Some of the tasks you will perform are:
- Pre- and post-evaluate participant children
- Score evaluations based on rubric interpretation
- Enter data results
- Elaborate a guide for volunteers to lead early learning activities with preschool age children
- Lead early learning activities with preschool age children and their parents
- Support facilitator as needed during the *Listos* sessions. For example: setting up and taking down the room.

During the semester of your internship, we need a minimum commitment of 8 hours per week. The time will be distributed with office and library location(s) hours.

If you have these skills and qualities, we encourage you to apply for this great opportunity:
- Bilingual (Spanish and English)
- Responsible and reliable
- Excellent verbal and written communication skills

**The Ideal Candidate:**
- Knowledge of or interest in learning about early childhood development
- Experience working with preschool age children or interest in early childhood education
- Experience working with the Latino community, and/or interest in supporting the Latino community

Location of Internship:
Part of the time commitment at the Isom building on 205 NE Russell St, Portland; and the field hours and shift depends on the library location (East County) where the Listos program is being offered.

Minimum Qualifications:
- Must be 18 years or older
- Must be in a related MLS degree program that reflects the position you will be interning for and can provide class syllabus, minimum hours needed for internship, and professor contact information
- Must be able to set a schedule during Monday-Friday, during and after school hours (9am-5pm). An occasional night or weekend shift may occur depending on availability and program needs.
- Must pass a background check

Pay Status: Unpaid

Application Process:
- Submit a current resume and a one-page cover letter explaining why you are applying for this internship and what you are hoping to learn from the experience to Amy Honisett at amyh@multcolib.org
- Internship candidates will be required to pass reference checks and a criminal background check.

For more information please contact Amy Honisett at 503-988-9701 or amyh@multcolib.org.

Multnomah County Library Internships …
- Mentoring provided by experienced public library staff
- Building practical work experience in a nationally recognized public library system
- Training provided on internship related duties
- In-depth information on Multnomah County Library processes, procedures and policies that pertain to the internship assignment
- Letters of recommendation after successful internship completion

About Multnomah County Library
Multnomah County Library (MCL) in Portland, Oregon, transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We’re a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a history that reaches back to 1864. Today, the Central Library and 18 neighborhood libraries that make up the library system house 700 computer search stations for the public and a collection of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services. To read more about us, please visit our website at www.multcolib.org.