



**Library Human Resources** Honor diversity | Champion learning | Embrace change

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**Title:** Youth Services Outreach Support Intern

**Seasonal temporary position:** June through September

**Salary:** \$18.45/hour

**Schedule:** Varies: 25-30 hours/week

**Work location:** Isom Operations Building: 205 NE Russell Street, Portland, Oregon

### **Overview:**

The library is seeking qualified candidates for a temporary position with the Youth Services Outreach team. Multnomah County Library 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.

Youth Services Outreach provides services with an equity focus. A strong emphasis on diversity, equity, and inclusion is placed on all outreach efforts made by this team.

To read more about us, please visit our website at [www.multcolib.org](http://www.multcolib.org).

### **Job Duties:**

- Assist with Summer Reading Game through book delivery programs
- Assist in a diversity audit of a variety of book collections, for youth ages 0-19
- Help draft social media posts
- Assist in booklist creation
- Assist with Early Kindergarten Transition outreach efforts
- Shadowing and assisting outreach, including to schools and the Sexual and Gender Minority Youth Resource Center (SMYRC).
- Other duties as assigned

**The Ideal Candidate will:**

- Have the ability to work independently with minimal supervision, as well as the ability to collaborate within a team environment
- Communicate, understand and follow written and oral instructions; ask questions if unclear
- Be flexible, cooperative and able to adapt and thrive in a changing environment
- Have an interest in serving youth ages 0-18

**Knowledge/Skills/Abilities Required:**

- Experience communicating with diverse audience groups
- Technology: ability to use common office applications including word processing, spreadsheets, Google products, email and calendars
- Time management: ability to prioritize and meet deadlines
- Social perceptiveness: emotional intelligence, gauging others' reactions and responding appropriately

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting an application is March 31, 2020.