

INTERN –EVENT-BASED DEVELOPMENT/FUNDRAISING WITH BUSINESS COMMUNITY

The Friends of the Saint Paul Public Library is seeking an intern to assist the Director of Institutional Relations with sponsorship activities related to two events. This internship offers excellent professional experience in a small office environment in downtown Saint Paul. The position is unpaid, however free parking is available.

The mission of *The Friends* is to expand the Saint Paul Public Library's capacity to serve Saint Paul's many communities. *The Friends* accomplishes this by providing private funding to enhance Library services; advocating for strong public funding of the Library; and increasing use of the Library through public awareness and cultural programming. The Friends host Opus & Olives, an author/dinner event, in October, to raise funds and raise awareness of Libraries' importance in the community. The Friends also host the Minnesota Book Awards, a year-round program with an Awards Ceremony in April.

Our work environment is small and personal, and our expectations of ourselves are high. For more information about The Friends, please visit our website at www.thefriends.org.

We are seeking a person who will be available 8 or more hours per week (1 full workday preferred), to start after Labor Day and work until mid-November or beyond.

Skill areas to be used will include:

- Written, oral and electronic communication.
- Project management, including event-specific items.
- Research.
- "Getting the job done right the first time" i.e. the non-glamorous attention to detail and follow through that makes a great impression.

***Note – The Friends does not conduct any silent auction activities

Proficiency in Microsoft Office suite is preferred.

Candidates should feel they have the ability to be successful as a team member as well as work independently, handle multiple tasks simultaneously, and know when to ask for direction.

For consideration, please send a letter of interest and resume to Wendy Moylan, Director of Institutional Relations via email at wendy@thefriends.org, or fax to 651-222-1988.