



## Now Accepting Internship Applications for Fall 2023!

### Who We Are

Books Are Wings is a non-profit organization whose mission is to put free books into the hands of children. We believe that the power of literacy transforms the lives of children, their families, and their communities for the better.

### Internship Description

**We are currently offering up to 3 internships - Administrative and Program & Event internships as described below.**

**Location:** Our offices in Pawtucket, RI and various children's education sites throughout RI.

**Time Commitment:** Create your own schedule (minimum 10 hours) preferably 2-3 days per week on Monday, Tuesday, Wednesday and/or Thursday from 9 am - 5 pm. Occasional weekends and evenings may be needed. (If time requirement is an issue, you can email [info@booksarewings.org](mailto:info@booksarewings.org) about volunteer opportunities).

### What We Expect:

A [Books Are Wings](#) internship offers the opportunity to support Books Are Wings and become a valuable part of the Books Are Wings team. Interns have the opportunity to work to support the literacy of children through a variety of programmatic activities: in particular, distributing books to children to build their home libraries.

- Interns commit to a semester/summer of work.
- Time commitment varies by internship and is negotiable.
- Interns must have reliable transportation to their internship location (Pawtucket, RI);
- Program/Event internships take place at sites throughout Rhode Island and may require personal transportation (car) to these locations.
- While internships are geared toward college students, we accept applications from mature high school students, recent graduates, and those with relevant lived experience able to commit to an internship.
- *Books Are Wings internships are unpaid.* We are happy to work with schools that offer credit or work study for internships. Be sure to check if your school offers a scholarship program for students with unpaid internships.

### Duties

Shifts: 2-3 days per week (minimum, 10 hours) - Administrative and Program & Event Internships may do a combination of the following:

- Manage book donations, including working with individual donors and book drives
- Count, itemize, label, and sort children's books according to interest and reading levels
- Plan and pack book and/or literacy activity sets for Books Are Wings programs at community partner sites
- Conduct engaging book readings with children at programs and events
- Assist with literacy based activities, arts and crafts projects and programs and events
- Manage book distribution table at programs and events
- Enter and manage data related to book inventory, programs, and events
- Conduct surveys with community partners, families, and program participants
- Work with staff and volunteers on other duties as needed

## **Requirements**

- Have a strong interest in education, books, and literacy
- Excellent communication skills – must be comfortable speaking to and engaging with the general public on Books Are Wings' behalf
- Enjoy working with children and have a strong interest in education
- Public speaking skills & strong sense of professionalism
- Must be willing and able to work indoors and outdoors
- Able to lift up to 30lbs
- Creative, reliable, and flexible team member
- Prompt arrival for shifts
- Undergo a criminal background check
- Able to follow communication procedures and promptly answer inquiries via phone or email

**Application Details:** We offer unpaid internship opportunities with a flexible schedule. We will gladly work with your university if they offer college credit for unpaid internships.

**Apply here:** [Books Are Wings Internship 2023](#)

**For more information about internships and volunteer opportunities email**  
**info@booksarewings.org**