

Position: Library Assistant Intern

Term: 3-4 months beginning in May/June 2019

Location: 101 Constitution Ave. NW., Washington, DC. 20001

ACLI is a Washington, D.C.-based trade association. Its member companies offer life insurance, annuities, pensions, long-term care insurance, disability income insurance, and other retirement and financial protection products. It serves as a unified voice on issues from retirement security to international trade. ACLI develops policy, participates in public debate, and works directly with the U.S. federal government, international financial institutions, and state insurance regulators, as well as insurance supervisors from around the world.

The intern program is designed for you to become a part of our team and gain experience working within a trade association in our on-site library. No experience in insurance or financial services is necessary. Interns do not receive salaries, but they are eligible for a transportation subsidy, have access to the on-site gym, and receive occasional invitations to attend various special meetings, receptions, etc. ACLI will support any opportunity an intern has to receive course credits or other benefits through their university for this internship. Internship hours are flexible, with part- and full-time applicants considered. ACLI is considerate of interns' class times and school holidays.

ACLI is searching for interns to work with the Knowledge Management Specialist 2-3 days a week to help reorganize our library and put together our new library management system. Interns should have some cataloging knowledge using Library of Congress and MARC records, as well as creating original catalog records. They will also help arrange the books in call number order on the shelves, weeding duplicates, boxing/storing books available in digital format or those in a fragile/damaged state and creating a storage/archival record for these books. Ideal candidates would be seeking a Master's degree in Library Science, and in good academic standing. Please send resumes to HR@acli.com.