

Intern Project Title	Staff Communications for the Office of the Associate Librarian for Strategic Initiatives/CIO for the Library of Congress
<i>Goal Summary</i>	To ensure staff communications are current, accurate, and readily available to 300 + located in different Capitol Hill buildings.
<i>Specific Goals / Objectives</i>	<ul style="list-style-type: none"> <li>• Update staff website on a daily basis with content gathering of Daily News, Welcome New Employees, Project Spotlights, Policies and Procedures, and Presentations.</li> <li>• Create monthly staff newsletter by brainstorming ideas, interviewing subject matter experts, designing, and producing monthly newsletter.</li> <li>• System Lifecycle documentation, including, but not limited to Communications Plans, Requirements Documents, and Users Guides.</li> <li>• Editing of various types of documentation, including memos, white papers, annual reports to Congress, and PowerPoint Presentations.</li> <li>• Writing articles for the Library's Gazette newsletter</li> </ul>
<i>Timeframe &amp; Deliverables</i>	<p>3 months</p> <p>Website is updated on a daily basis. Newsletter is written on a monthly basis. All other projects are ad hoc.</p>
<i>Resources Required</i>	n/a
<i>Required Knowledge and Skills for Interns</i>	<ul style="list-style-type: none"> <li>• Self-Motivated <ul style="list-style-type: none"> <li>○ Intern must be able to initiate projects and tasks to accomplish objectives and meet goals</li> <li>○ If asked to provide supervisor with information on project progress, intern should expect to prepare a written memoranda outlining and highlighting the relevant and important information.</li> </ul> </li> <li>• Highly Developed Oral and Written Communication Skills <ul style="list-style-type: none"> <li>○ Intern will be interacting on a daily basis with senior level management and key personnel from other institutions to accomplish tasks and projects.</li> <li>○ As a result, he/she is expected to be able to <u>effectively and accurately communicate orally and in writing through executive summaries and memoranda.</u></li> </ul> </li> <li>• Versatile and Strong Research and Writing Skills <ul style="list-style-type: none"> <li>○ Many projects and tasks will require a significant amount of research mainly online, from reference sources, and persons inside and outside the organization.</li> <li>○ No expertise is required in a specific subject area; however, the intern should feel confident in his/her ability to research and understand the topic at issue.</li> <li>○ Previous interns have researched issues of government policy such as appropriations regulations, digital curation policies and procedures, technical software and hardware, topics of human interest.</li> </ul> </li> <li>• Previous work experience in high level offices or interaction with senior level management is</li> </ul>



# LIBRARY OF CONGRESS

preferred but not necessary.

*Preferred  
Knowledge or  
Experience*

- Highly accomplished Undergraduates or Graduate Students
- Journalism, Law/Pre-Law, Public Administration, Communications/Public Relations, Public Administration majors

*About the Office of  
Strategic Initiatives*

The OSI mission is to support the Library of Congress' vision and strategy by directing the overall digital strategic planning for the Library and the national program for long-term preservation of digital cultural assets, leading a collaborative institution-wide effort to develop consolidated digital future plans, and integrating the delivery of information technology services.

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**If Interested**

Interns are selected year-round on a rolling basis if space is available. As positions become available, position descriptions will be posted below. If a position description is still up, it means the position is still open.

To be considered, you must submit ALL of the following materials to [internosi@loc.gov](mailto:internosi@loc.gov):

- Resume (2 page maximum): Resume should include all relevant academic and professional experience
- Cover letter: Cover letter must detail which internship position the applicant is seeking, as well as specify applicant's dates of availability
- Official or Unofficial academic transcript – must show all post-secondary work
- Two references: References must include one professional contact and one academic contact

To be submitted by another party:

- One professional or academic letter of recommendation: Letter of recommendation must be sent directly from the recommender to [internOSI@loc.gov](mailto:internOSI@loc.gov) with the applicant's full name in the subject heading