ABOUT THE ORGANIZATION
Libraries Without Borders (LWB) is a non-profit committed to expanding access to information and bridging the digital divide. We partner with libraries, schools, small businesses, community organizations, and civic institutions to transform laundromats, lobbies, parks, recreational centers, and other public spaces into pop-up learning centers. We meet the community where they are and tailor each site to best suit the community’s needs and wants. This position will be part of the San Antonio Wash and Learn Initiative (WALI) and will work closely with the local Project Coordinator.

CANDIDATE PROFILE
The ideal candidate for this position is a creative thinker with exceptional communication skills, strong time management, and the ability to prioritize tasks. They must be curious, eager to learn new skills, and willing to step out of their comfort zone. They have an interest in non-profit work with a passion to improve their own community through coalition building and grassroots organization. This candidate will also have backgrounds in communications, fundraising, graphic design, research, and data analytics. As a crucial component of a small team, they will help advance the mission behind WALI and LWB by playing an active and fulfilling role. This is the perfect internship for those who would like to gain experience in the non-profit sector while deepening their communication, advocacy, development, and outreach skills. This internship will require community interaction and local travel thus proficiency in Spanish is preferred along with reliable transportation.

REQUIREMENTS
- FLUENT IN SPANISH
- RELIABLE TRANSPORTATION
- INTEREST/EXPERIENCE
- BUILDING COALITIONS

PREFERRED
- GRAPHIC DESIGN EXPERIENCE
- SOCIAL MEDIA MANAGEMENT
- KNOWLEDGE OF SAN ANTONIO (AREA & HISTORY)
- COMMITMENT TO DIGITAL EQUITY
- PROONENT FOR ALL FORMS OF LITERACY

CORE RESPONSIBILITIES
- Survey community members to understand the wants and needs from community programs/organizations
- Conduct research on local organizations to find best fit for partnerships
- Monitor press on WALI/LWB, capture media mentions and share with supporters
- Craft messaging for external communications
- Design graphics for social media
- Undertake various short research and writing projects
- Light administrative work as needed

TO APPLY SEND A BRIEF COVER LETTER AND RESUME TO LISA@LIBRARIESWITHOUTBORDERS.US