



Puget Sound Regional Council

## Information Center Intern

- Closes:** All application materials must be received by 9:00 a.m. (Pacific Time) March 20, 2023.
- Status:** Temporary part-time position up to 16 hours per week for up to one year, with flexibility to adjust hours and duration. Nonexempt FLSA status.
- Salary:** \$22 per hour with limited benefits.
- Timeline:** Preferred start date May 2023. Later start dates to accommodate academic schedule may be considered.
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington. The position may be eligible for hybrid or remote work (out-of-state remote work will be considered on a case-by-case basis; however, we cannot accommodate working from California, New York, and New Jersey at this time).

### **ABOUT PSRC:**

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The Puget Sound Regional Council is the regional transportation, growth management, and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native Tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit [www.psrc.org](http://www.psrc.org) to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we're striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We're committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform all job duties. We are most interested in finding the best candidate for the job, and that candidate may come from a variety of backgrounds. If you are interested in applying, we encourage you to think broadly about your experiences and skill set for the position. We encourage people of all backgrounds and identities to apply.

### **THE INTERNSHIP:**

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PSRC is seeking an Information Center Intern to join its Communications Department. The Information Center helps employees and the public find PSRC resources, along with supporting the agency's website, intranet, and social media work.

This is a great opportunity to experience the variety and challenges of a small special library. The Intern will be involved in several key projects, such as helping to create and implement a new employee intranet, helping make updates to PSRC's website, and working on the Information Center archive digitization project. Depending on the candidate's interests and

PSRC's needs, there may be other opportunities, such as writing blog posts, developing data visualizations, answering research questions, and working on equity team projects.

The intern will also be responsible for some day-to-day Information Center tasks, such as routing journals, updating web content on the intranet and website, and searching for media mentions of PSRC.

### **THE CANDIDATE:**

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Competitive candidates will have familiarity with:

- Searching and editing databases.
- Constructing Boolean searches for research and for troubleshooting catalog issues.
- Reading and writing basic HTML.
- Working in Drupal, WordPress, or another content management system.
- Microsoft Office Suite, especially Outlook and Excel. SharePoint would be a bonus.

Successful candidates should also possess:

- Organization and problem-solving skills, as well as an aptitude for working both independently and as part of a team.
- Willingness to pay full attention to details.
- Great written and oral communication skills.
- A knack for being friendly, approachable, and customer-oriented.

### **EXPERIENCE AND EDUCATION:**

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Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:

- Enrolled in or recently graduated from a master's degree program in library or information science.
- Or, any combination of lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. We encourage candidates who don't meet every listed job skill to apply.

### **TO APPLY:**

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- For full job announcement, visit <https://www.governmentjobs.com/careers/psrc>.