



Job Description International Research & Exchanges Board (IREX) NOVATECA

Position Title: Intern (Summer 2013)
Program: Novateca
Reports To: Administration and Coordination Department Head
Position Location: Chisinau, Moldova

About IREX:

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development.

Founded in 1968, IREX has an annual portfolio of \$60 million and a staff of 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 100 countries.

Summary of Program:

The Novateca program, administered by IREX Moldova, is designed to gain an in-depth understanding of the strengths and opportunities for providing wide scale public access to the internet through the existing public library network. This will occur through networking with a wide range of stakeholders, providing training to librarians, and piloting public access to the internet in a number of libraries. For more information on Novateca, visit www.novateca.md.

Description of Responsibilities:

The Intern will work with Novateca during a portion of the summer of 2013. He/she will be supervised by the Program Coordinator and will work closely with the Administration and Coordination department. The Novateca Intern will support program activities by completing various administrative and organizational tasks. The ideal candidate is an energetic library student with interest in learning more about Novateca and its objectives.

Description of Responsibilities:

- Provide support to Novateca's program activities, including the copying of materials, gathering of supplies, and folder preparation
- Support general administrative tasks (photocopying, sending faxes, preparing e-mails, greeting visitors, responding to inquiries from the public, answer phone calls and letters, etc.)
- Support a clean and organized work environment for the office
- Work with the Communications Specialist to support the developing of success stories and videos
- Attend Novateca events, as assigned, to support program staff and carry out administrative tasks
- Support other administrative tasks as assigned

Qualifications:

- A librarian, a librarian student or someone with specific interest in the library field
- Fluency (written and oral) in Romanian, English preferred, but not mandatory

IREX/Moldova
Job Description – Office Manager

- Computer skills (Word, Excel, internet required; PowerPoint)
- Experience working with a team
- Flexibility and ability to multi-task
- Team spirit and enthusiasm for IREX/Novateca objectives

TO APPLY:

Submit a cover letter and CV to: hr@novateca.md (please include **Intern** in the subject line).

Deadline: May 24, 2013

*Novateca will only respond to those applicants selected for an interview.