



Expanding opportunities for women and business

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Internship at Catalyst, Inc.

Catalyst is seeking an MLIS student for an unpaid internship in its Information Center (IC). The IC librarians respond daily to the requests of Catalyst members, academic and nonprofit organizations, professional associations, researchers, writers, and the media.

Because the IC provides such a variety of services to its users, interns will have the opportunity to work on various aspects of librarianship, including the following:

- Projects regarding gender diversity in business
- Cataloging articles and reports using modified MARC formatting for the IC catalog
- Developing new/updating existing Quick Takes, a series of statistics-based overviews of topics such as women in the labor force, women of color, work/life balance, working mothers, women in Canada, etc. (View the Quick Takes here: <http://www.catalyst.org/bookstore/freematerials.shtml>)
- Assisting the librarians to answer reference questions as needed

The length of the internship and weekly work schedule are flexible, and interns may work from home for certain tasks of the internship. Interns are required to have a basic understanding of library functions and have taken at least one class in cataloging and reference. Though welcome, previous library work experience is not required and on-the-job training will be provided as part of the internship.

If you are interested, please send a resume and cover letter to Cheryl Yanek, Associate Librarian at the Information Center, at cyanek@catalyst.org. In the cover letter, please address the following topics: (1) Why you want to work for Catalyst; (2) What you would like to work on/what you expect from the internship, and (3) Offer a proposed work schedule.

About Catalyst

Catalyst is the leading research and advisory organization working with businesses and the professions to build inclusive environments and expand opportunities for women at work. As an independent, nonprofit membership organization, Catalyst conducts research on all aspects of women's career advancement and provides strategic and web-based consulting services globally. With the support and confidence of member corporations and firms, Catalyst remains connected to business and its changing needs. In addition, Catalyst honors exemplary business initiatives that promote women's leadership with the annual Catalyst Award. With offices in New York, San Jose, Toronto, and Zug, Switzerland, Catalyst is consistently ranked No. 1 among U.S. nonprofits focused on women's issues by The American Institute of Philanthropy. Visit our website at www.catalyst.org.