



NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment

Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456

Tel. 718 328 6072 x 100/Fax. 718 620 2040

Library Science Intern Opportunity

Organizational Background

Founded in 1985, New Covenant Christian School is an educational ministry of New Covenant Christian Church. Our Pre-K to 12 institution, with three locations in the Bronx, is a place where students of all backgrounds can learn, grow, and develop in a Christ-centered environment with a commitment to excellence.

Description of Duties

NCCS seeks a student of library science to spearhead a library cataloguing project for its middle and high school location. This upper division of the school has received a large influx of books as a charitable donation and needs to revamp its current library to accommodate these new books as well as to modernize the library's operations.

In addition to cataloguing all of the books in the library, the library intern will work closely with the school's administration to find strategic ways to reorganize the library so that books can easily be found when needed. The library intern will also be responsible for finding new homes for any books that will not be kept by the school.

Please note that this is an **unpaid** internship. But we are willing to work with your college or university to ensure that you receive credit for completing this project, and what you may miss in monetary compensation, you'll more than make up for in experience working in a wholesome, Christ-centered environment. You may even be considered for a permanent position once you complete your degree.

How to Apply

We are accepting applications for this internship on a rolling basis. To qualify for this position, you must have completed at least two years of higher education at a two-year or four-year college. You can apply for the internship by submitting a cover letter which answers the following questions:

- Have you had any experience working in a library or doing a major reorganization project?
- Why are you interested in interning with New Covenant Christian School specifically?
- What do you hope to gain from this internship?

To apply for this position, email your application materials to staffing@ncchristianschool.org. Applications that do not have a cover letter or whose cover letters do not address the above questions will not be considered. You should also submit a copy of your resume and your transcript, and an unofficial copy of your transcript is acceptable.

Only candidates under consideration will be contacted.