



JOB DESCRIPTION: NYLA Intern (2026)

Reports to: Executive Director

NYLA Intern

The internship program, initiated by the New York Library Association, is designed to provide an avenue for interested students to become more involved in NYLA activities and to introduce new people and ideas to NYLA discussions and decision-making. The hope is that the experience gained by the intern will aid their future career development, both with new library skills and knowledge and a new professional network in the field.

As part of the internship, the appointed candidate will attend the NYLA Annual Conference in Saratoga, NY from November 4 – 7, 2026. While they will assist the NYLA staff during the event, they will also have the opportunity to attend conference sessions with no registration or lodging costs.

Routine Responsibilities

- Assists in the development and scheduling of social media content
- Provides technical assistance to all Association members
- Aids in review and editing of all communications
- Assists in regular coding of income/expenses
- Performs data entry and on-going clerical assignments
- Answers phones and helps direct Association members to correct staff contact
- Helps in planning/execution of statewide annual conference and other Association events
- Other duties as assigned

Qualifications

- Local to Albany area required as position is in-person
- Enrollment in MSIS or MLIS program required
- Strong communication and interpersonal skills required
- Comfortable working independently with minimal supervision
- Must have a car or reliable transportation to/from the office and NYLA events
- Experience with social media, web editing, and data entry preferred

Terms of Employment

Temporary position. Governed by terms of Employee Handbook.

Salary: \$20 per hour

Schedule: Position runs from the end of June 2026 – mid-November 2026, with possibility of extension

15-20 hours per week/flexible on days and times within office schedule of
Monday – Friday, 8:30am-4:30pm