



**Internship Opportunity
International Research & Exchanges Board (IREX)**

Position Title: Intern
Program: Bibliomist Program, IREX
Division: Civil Society Division
Reports To: Capacity Development Coordinator
Position Location: Kyiv, Ukraine
Duration: 3 months with a possibility of extension

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 over 500 professionals worldwide. IREX employs field-tested methods and innovative uses of technologies to develop practical and locally-driven solutions with our partners in more than 100 countries.

Summary of Program:

The Bibliomist program provides Internet facilities to public libraries across Ukraine and accompanying training and assistance with advocacy for enhanced library support and services. Bibliomist is a partnership between the International Research & Exchanges Board (IREX), the U.S. Agency for International Development (USAID), and the Ministry of Culture of Ukraine. It is financed by a \$25 million grant from the Bill & Melinda Gates Foundation. Bibliomist works in cooperation with the Ukrainian Library Association (ULA), national and local governments, and libraries throughout Ukraine. As a part of its global initiative to provide local communities accessible and useful technology, Microsoft provides public libraries in Ukraine, which joined the program "Bibliomist" with software worth about \$9 million dollars.

Summary of Position:

IREX seeks a person to fill the unpaid internship position for the Capacity Development Team (CDT), Bibliomist Program. The position will be based in Kyiv, Ukraine, with the possibility of some travel throughout the country. Specific duties include, but are not limited to, the following:

Description of Responsibilities:

- Translate program-related documents (English, Ukrainian, and Russian);
- Provide logistics/arrangements support for CDT staff;
- Assist in maintaining a database of the CDT contacts;
- Assist with the CDT filing systems and copying of materials;
- Provide Web-based research assistance for the CDT projects and publications;
- Perform other duties as assigned.

IREX/Ukraine
Position Announcement – CDT Intern, Bibliomist Program

Qualifications:

- Strong command of spoken/written English, Ukrainian and Russian;
- Pursuing a university degree in linguistics, librarianship or related field;
- Good interpersonal and organizational skills;
- Knowledge of MS Office applications.

To Apply:

Please email your cover letter and resume with “CDT Intern” in the subject line to cdt@list.irex.ua. No phone calls please. Only complete applications will be considered. The position is available immediately, and candidates will be contacted on a rolling basis as applications are received.