



LEAGUE OF WOMEN VOTERS®  
OF THE CITY OF NEW YORK  
VOTE LOUDER™



## Archiving Summer Internship

Duration: May 20th - August 2nd

Location: 4 West 43rd Street, Suite 615, New York, NY

### About the League:

The League of Women Voters of the City of New York is a non-partisan organization whose purpose is to promote informed and active citizen participation in government. We are committed to empowering citizens with the meaningful information needed to make sound decisions for our democracy. We are currently celebrating our 100th year anniversary!

*This internship is unpaid, however, we are happy to work with you and your school to offer credit.*

### Overview:

This internship will support the Co-President and other members on archiving League materials.

### Responsibilities:

- Index League materials in preparation for archiving
- Conduct oral history interviews with League members
- Assist in creating biographical snapshots of members

### Qualifications:

- Must be able to work meticulously with sensitive materials
- Sustained attention to detail
- Excellent research skills
- Time management skills
- Organizational skills
- Collaborative demeanor
- Communicative
- Customer services skills
- Interest in League history, archiving procedures