

Mennonite Church USA Archives
Internship announcement
December 5th, 2023

The Mennonite Church USA Archives (Elkhart, Ind.) invites applications for two part-time, paid internships for the 2023-2024 academic year. Interns will learn the ins and outs of archival practice, including rehousing materials, arranging collections, creating online finding aids, digitizing materials for public access, writing newsletter articles, and working with other digital projects.

This is an excellent opportunity for someone interested in exploring a career in archives, library and information sciences, and the digital humanities. Requirements include the ability to take initiative and work independently, close attention to detail, an interest in history, and eagerness to learn new skills.

This internship requires on-site work at the MC USA Archives offices in Elkhart, IN, and candidates must be able to work 8 hours per week during the Archives' open hours (9 am-5 pm, Monday-Friday). The internship will begin in mid-January and conclude April 28 (excluding holidays). Pay is \$14.00 per hour, and professional development opportunities may also be available. Any student currently enrolled in an undergraduate degree program is eligible. Preference will be given to Goshen College students.

To apply, please send a short cover letter and resume to Archives@MennoniteUSA.org. For questions about the internship, contact Olivia Krall at oliviak@mennoniteusa.org.