



# Mennonite Church USA Archives

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Internship Description  
July 2024

The Mennonite Church USA Archives (Elkhart, Ind.) invites applications for two part-time, paid internships for Fall 2024. Interns will learn the ins and outs of archival practice, including rehousing materials, arranging and describing 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 also be able to work 8 hours per week during the Archives' open hours (9 am-5 pm, Monday-Friday). The internship will begin September 2nd, 2024, and conclude December 13th, 2024 (excluding holidays). Pay is \$14.00 per hour. Any student currently enrolled in an undergraduate degree program is eligible to apply. Preference will be given to students from Goshen College.

To apply, please send a short cover letter and resume to [Archives@MennoniteUSA.org](mailto:Archives@MennoniteUSA.org) by August 12<sup>th</sup>. For questions about the internship, contact Olivia Krall at [Oliviak@MennoniteUSA.org](mailto:Oliviak@MennoniteUSA.org).