**Archives intern #2: Yiddish-speaking archival processing intern for the Edward Blank YIVO Vilna Online Collections project**

**Description**

The YIVO Institute for Jewish Research seeks a part-time intern to assist in processing and description of Yiddish language materials from the Papers of Elias Tcherikower – a predominately Russian language collection of documents from one of the founding members of the YIVO Institute. The intern will work under the supervision of the Head of Archival Processing for the Edward Black YIVO Vilna Online Collections to process and describe these materials.

**Responsibilities**

* Process and describe Yiddish-language materials from the Tcherikower Collection;
* Sit with the collection’s assigned processing archivist to summarize for him the Yiddish language materials as needed.

**Qualifications**

* Reading fluency in Yiddish;
* Able to work on a regular schedule during the summer and fall of 2019;
* 1-2 years’ experience working in an archive
* Or equivalent coursework as part of history, archives or library curriculum;
* Demonstrated ability to work independently as well as collaboratively.

\*\*Preferred qualifications

* Knowledge of archival research and practices;
* Interest in the history and culture of East European Jewry;
* Previous experience working with Finding Aids in EAD; and
* Current enrollment in an educational program requiring internship hours for degree completion.

**Compensation**

This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.

**About us**

The YIVO Institute for Jewish Research was founded in Vilna, Poland, in 1925, and relocated to New York City in 1940 with the mission to study the history of Jewish life in Eastern Europe in all its aspects: language, history, religion, folkways and material culture. Today YIVO’s Archive and Library make up one of the largest collections of materials on this subject in the world.

**To Apply**

To apply please email cover letter and resume to Stefanie Halpern, Acting Director of Archives shalpern@yivo.cjh.org.

Please include the title of the job you are applying for in the subject heading of the email.