



Connecting Lives, Sharing Cultures

Archives of the American Field Service and AFS Intercultural Programs Spring 2016 Internship

The Archives of the American Field Service and AFS Intercultural Programs will hire one intern to assist in a project that will preserve and create more accessibility for a unique collection documenting the history and service of American volunteer ambulance drivers during World War II.

The American Field Service and AFS Intercultural Programs, Inc.:

The American Field Service (AFS) was founded by A. Piatt Andrew, who secured an authorization from the French Army for American volunteer ambulance units to rescue wounded soldiers in battle during World War I. Under Andrew's leadership, AFS took part in every great battle in which French troops were engaged between 1915 and 1917, until the U.S. entered the war. AFS was reactivated during World War II, and from 1940 until 1945 AFS volunteer drivers served in France, North Africa, the Middle East, Italy, France, Germany, and India and Burma. The AFS ambulance drivers evacuated more than 1,000,000 casualties during both World Wars. Today, AFS Intercultural Programs, Inc. is an international nonprofit organization that provides intercultural learning opportunities to help people develop the knowledge, skills, and understanding needed to create a more just and peaceful world. AFS is currently celebrating its 100th anniversary through a variety of projects and activities, including a symposium at the UNESCO headquarters in Paris, youth forums in Buenos Aires and Strasbourg, an exhibition set to open at the National World War I Museum in Kansas City, Missouri in April 2016, and a series of lesson plans about World War I volunteerism that will be made freely available online in February 2016.

Internship Description:

The primary responsibility of the Spring 2016 Intern will be to finish rehousing and preserving a unique World War II archival collection under the supervision of the AFS Head Archivist and Historical Publications Editor. The records document the activities of the American Field Service volunteers and their work alongside the French and English Armies during World War II, including their efforts to evacuate the Bergen-Belsen concentration camp in April 1945. The intern will actively work with Excel and Archon, the archival content management system, as part of this project. The intern will also assist in related activities as needed, including remote reference assistance for the collection and creating blog posts about the project for the AFS website at www.afs.org/archives.



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Schedule and Salary:

One to two days per week (Monday-Friday) from 9:30-5:00 for a period of 16 weeks between January and May. This internship will provide \$8.75 per hour for a maximum of 200 hours.

Qualifications:

The candidate must be currently enrolled in or have successfully completed an introduction to archives or archival management course. The candidate must also have basic computer skills (including experience with Microsoft Word and Excel), be organized and able to work independently on tasks, be flexible in changing situations, and be reliable and responsible.

How to apply:

E-mail resume, cover letter, and the names and contact information for two references under the subject heading "AFS Archives Internship" to nicole.milano@afs.org. Applications will be reviewed on a rolling basis until the January 8, 2015 deadline.