



## Project Assistant, Baltimore

**Position:** Project Assistant

**Location:** Baltimore, MD

**Employment:** Contractor, 15 hours/week for 10 weeks, no benefits

**Wage:** \$20/hour

### About Libraries Without Borders US

[Libraries Without Borders \(LWB US\)](#) is an education non-profit that promotes access to information for underserved communities across the United States and around the world. We partner with libraries, schools, tutoring programs and local nonprofits to transform laundromats, housing lobbies, parks, and a variety of public spaces into places of lifelong learning—from basic reading, writing and computer skills to health, legal, and financial literacy. By equipping local nonprofits and leaders with the tools and training they need to provide relevant and reliable information to their communities, we meet people where they are, bridge the digital divide, reduce poverty, promote civic engagement and strengthen communities. Our US programs have won numerous awards, including the Google Impact Challenge and the Library of Congress International Literacy Award. [Internationally](#), Bibliothèques Sans Frontières/Libraries Without Borders (BSF) has designed, implemented, and evaluated library programs in refugee camps, remote villages, and disaster relief contexts since 2007.

### About the Libraries Without Borders in Baltimore

In 2019, LWB US launched the [Wash and Learn Initiative](#) (WALI) in Baltimore, MD. WALI is a collaboration between library systems, small business owners, and local nonprofits that brings relevant information and critical services to underserved communities through the laundromat. A national initiative in more than 7 states, WALI equips laundromats with computers, specialized software, and access to regular programming on a variety of topics relevant to local needs and interests -- from English language learning classes to tax preparation and beyond. Since the start of the COVID-19 pandemic, LWB US has mobilized its network of local organizations, libraries, small businesses, and community leaders to distribute technology and literacy resources through laundromats, churches, community associations, and other networks. This project, known as [ConnectED](#), has served more than 100 households since March 2020.



## **Responsibilities:**

- Coordinate procurement and distribution of ConnectED kits
- Communicate regularly with ConnectED recipients to ensure seamless delivery of tech kits
- Communicate regularly with ConnectED participants to increase completion rate for surveys, focus groups, and other evaluative processes.
- Assist with documentation of best-practices for external as well as internal reporting.
- Execute outdoor events that abide by social distancing and public health guidelines, which may include logistics, procurement, standing for over 2 hours, and lifting up to 25 lbs.

In addition, the Project Assistant may provide support around the Wash and Learn Initiative or new efforts to increase equitable access to information across the city of Baltimore. The Project Assistant may provide support on administrative and communications tasks, including accounting, reporting, fundraising, scheduling, and developing/sharing promotional materials locally and nationally.

## *Core Requirements*

- Located in Baltimore, MD
- A vehicle and driver's license for transportation
- Great people skills and ability to communicate information to a wide audience with varying levels of skills and familiarity
- Self-directed and self-motivated individual with creative problem solving skills and the ability to work collaboratively and independently
- Ability to thrive in a fast-paced environment that requires managing competing interests
- Bilingual in Spanish is nice to have, though not required.

**Libraries Without Borders is an Equal Opportunity Employer**

*Interested candidates should contact [azure@librarieswithoutborders.us](mailto:azure@librarieswithoutborders.us) with a resume and at least 2 references.*