

Position: Administrative Assistant (Temporary)
Reports to: Executive Director
Supervises: None
Status: Non-Exempt (part time)

Purpose

Reporting to the Executive Director, the Administrative Assistant provides administrative support to ensure efficient operation of the office. Responsible for time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

Essential Duties & Responsibilities:

- Update contact information in the membership management database
- Order office supplies as directed
- Manage jobline postings
- Respond to and assist in event registration for members
- Provide support for members in logging into online events
- Performs other tasks consistent with the level of responsibility.

Qualifying Experience and Training

- High School diploma or equivalent required, some college preferred.
- Minimum of two (2) years clerical experience, preferably in a library.
- Data entry skills
- Proven computer experience and proficiency in all Office Productivity Software (example: Word, Excel, Publisher, etc.).
- Excellent interpersonal skills; ability to work with all levels of internal management, staff and outside vendors.
- Excellent written and verbal skills.
- Organizational skills and attention to detail.
- Time management skills, including the ability to work independently.
- Ability to work in a team environment.
- Flexibility and creativity.

Environmental Demands

1. Most work is performed in an office environment.

Work Schedule: Monday-Friday, 9 AM-1 PM

Pay Rate: \$21/hour

Applications

To apply please write a letter of interest outlining your experience, education, and skills or attach a resume to Tim Spindler at tspindler@lilrc.org or mail to:

Tim Spindler
Long Island Library Resources Council
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