



145 Pidgeon Hill Road, Huntington Station, NY 11746. Phone (631) 549-4411

Notice of Position

Date Posted: May 4, 2026

Position: Part-Time Library Assistant (Spanish Speaking)

Department: Administration

Application Closing Date: May 15, 2026

Description of Duties:

- Assists in communicating with English and Spanish speaking patrons; helps patrons access library physical and digital collections, prepares flyers, reading lists, and other correspondence in English and Spanish.
- Assists in library outreach; assembles marketing materials, promotes library services in-person at off-site locations, including the school district and community events.
- Conducts basic library programming in English and Spanish.
- Assists with building tours and library card creation. Provides one-on-one technology assistance.

Qualifications:

- Bachelor's Degree.
- Spanish fluency, including speaking and writing.
- Demonstrated ability to work as part of a team.
- Excellent customer service and communication skills.

Rate: \$26.17/hr. Up to 17.5 hours per week. Shifts may include nights and weekends.

Interested candidates may apply in writing by sending a completed job application & resume to:

Georgina Rivas-Martinez, Community Outreach Coordinator & Spanish Services Librarian
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746
Fax: 631.547.6912
Email: grivas@shpl.info

Only candidates selected for further consideration will be contacted.

The South Huntington Public Library is an Equal Employment Opportunity Employer. Applications will be accepted until the position is filled, however those received prior to May 15, 2026 will be given priority consideration.