

Administrative Assistant

JOB OBJECTIVE: Provides administrative support to the Library Director and Program Director including assistance with donor, event, program, and volunteer management, as well as room bookings and general data entry. Reports to Library Director. Coordinates with Program Director, Chair of Fundraising Committee and other Board members as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Conducts data entry for donor management, updating the donor management database, reconciling the donor management system with the financial management system, and correcting any inconsistencies.
- Prepares tax letters for donors and ensures that donors are appropriately recognized on plaques, online and in print.
- Works with staff and committees to ensure that proper data is collected and entered into the donor management and program tracking systems for library programs and fundraising events.
- Manages the booking of the library's rooms by library staff, Board members and other community organizations and individuals.
- Communicates with volunteer applicants to schedule a meeting with the appropriate library staff member or Committee Chair and updates volunteer database as needed.
- Assists with publicity, recruitment, enrollment, and set-up of programs, as well as data collection and data entry for programs.
- Performs general administrative duties, including answering phones, filing, photocopying, stocking supplies, and general straightening of furniture and equipment.
- Assists with additional activities such as shelving materials, keeping the community board up-to-date and organized, conducting inventory, and tidying of the space and materials.
- Attends professional development workshops and undertakes special training activities as directed.
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to details and organizational skills.
- Strong written and verbal communication skills and interpersonal skills; a team player.
- Ability to work independently; a self-starter.
- Ability to utilize computers to perform data entry and other tasks assigned, including use of web browsers, email, online databases, and Microsoft Office applications.

PHYSICAL AND MENTAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to walk and sit, with light lifting and other limited physical activities.
- Regular contact is made with staff members, volunteers, and the general public.

EDUCATION, EXPERIENCE, AND TRAINING

- High School diploma or equivalent required.
- College level studies, computer training and relevant experience highly desired.

WORK SCHEDULE:

- Part-time; hours per week varies; may include evenings and weekends.