



## JOB POSTING

#32-21

**Title:** Outreach Assistant, Part-Time (Library Assistant)

**Location:** Burlington County Library, Outreach Team

**Salary:** \$14.80/hour

**Open:** 11/19/21

### DESCRIPTION

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The Burlington County Library System is looking for an enthusiastic, detailed-oriented and self-motivated individual to join the Outreach Team. The employee will work with team members to support the library's community visibility throughout Burlington County. Example duties include:

- Receive and track incoming outreach requests from BCLS libraries and/or outside groups
- Participate in community outreach events
- Maintain outreach statistics and compile monthly data reports
- Manage outreach materials inventory, supplies and orders
- Email or distribute outreach supplies to staff as needed
- Other duties as assigned

### SCHEDULE

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24 hours per week; flexibility a must in order to accommodate outreach events.

### REQUIREMENTS

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- Excellent written and verbal communication and interpersonal skills
- Ability to thrive in a fast-paced environment, work within deadlines
- Strong organizational skills, including ability to multi-task
- Keen attention to detail, ability to prioritize responsibilities and work in a team-oriented environment as well as independently

### WE OFFER

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- Paid sick and vacation time
- Flexible schedule

Please submit a cover letter and resume, including **job #32-21** by **12/6/21** via email to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us).