



JOB POSTING

#32-21

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

Location: Burlington County Library, Outreach Team

Salary: \$14.80/hour

Open: 1/14/22

DESCRIPTION

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

24 hours per week and up to four Sundays per year 12:30pm-5pm; flexibility a must in order to accommodate outreach events

REQUIREMENTS

- 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

- Paid sick and vacation time
- Flexible schedule

Please submit a cover letter and resume, including **job #32-21** by **1/28/22** via email to jobs@bcls.lib.nj.us.