



JOB POSTING #25-22

Title: Full Time Library Assistant, Events

Location: Burlington County Library & Branches

Salary: \$31,832

Open: 09/15/22

DESCRIPTION

The Burlington County Library System understands the value of community events that enrich the lives of our customers and offer opportunities for learning, growth and personal development. The Events & Activities Department seeks a self-motivated individual who will help reach our goal by supporting day to day operations of the department. The ideal candidate will have excellent customer service skills, be solution-oriented and contribute proactively as a team member.

Examples of principal duties:

- Assist with facilitating internal and community use of meeting spaces and rentals, including the library's 250-seat auditorium and virtual events.
- Work with the marketing department to develop and manage a steady schedule of publicity and content development to better publicize the large volume of events we offer.
- Maintain web-based calendar software.
- Research information about prospective performers/presenters and share with other library departments and branches.
- Respond to public inquiries regarding library events and rental space.
- Exhibit comfort with technology and flexibility to adapt to a dynamic and busy environment.
- Arrange rooms by moving tables, chairs and other objects.
- Maintain departmental statistics.
- Support the Events & Activities Manager in all facets and duties.
- Perform other duties as needed.

REQUIREMENTS

- Ability to lift and move moderately heavy objects.
- Knowledge of Microsoft office products, specifically Excel.
- Strong written and verbal communication skills.

SCHEDULE

Full time, 35 hours a week; Monday-Friday; 1-2 evening shifts a week; 1-2 Saturdays a month. Minimum of 4 Sundays a year; Flexibility a must.

WE OFFER

Medical, dental, prescription coverage, eyeglass plan, retirement program, group life insurance, deferred compensation, credit union, paid sick, vacation, personal and holiday leave.

Submit a resume and cover letter including **Job #25-22 by 09/30/22** to jobs@bcls.lib.nj.us.

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.