

Associate for Library Administration & Advancement  
Elizabethtown Public Library

Are you interested in practicing and/or learning the behind-the-scenes magic of the public Library? Do you want to make a difference in the work you do every day? Are you well-organized and agile? Are you a self-starter who works well in a team environment? Do you like variety in the work you do every day?

If you answered, “yes!” to these questions you may be a great fit as Associate for Library Administration & Advancement at Elizabethtown Public Library.

The office of Administration & Advancement is responsible for responsibly stewarding and growing Library resources for an impactful and sustainable future.

Elizabethtown Public Library is currently seeking a well-organized, eager individual with a passion for the Library’s mission and vision to join the Administration & Advancement team. Reporting to the CEO, the associate plays a pivotal role in securing the future of the Library.

Principal responsibilities:

- Effectively and proactively manages workflow of the Office of Administration & Advancement, often acting as the face of the Library/office to internal and external contacts
- Processes gifts & donations, maintains donor records in database
- Performs administrative tasks and manages correspondence
- Serves as project manager for Library projects and various fundraising events
- Handles all information with confidentiality and discretion
- Prepares agendas, reports, and supporting documentation as needed
- Performs related duties as required

Key Competencies:

- Professionalism & Accountability - demonstrates enthusiasm for Library endeavors & mission, maintains confidential information, accepts personal responsibility for actions, is committed to departmental success
- Collaboration & Teamwork - supports a collaborative environment, works effectively in various positions on a team (leader or support), honors and champions team members to achieve desired results
- Customer Service - provides top-level customer service to internal and external customers by listening and responding effectively and valuing each person
- Learning & Implementation - eager to learn, implement and practice learned skills in the work environment
- Adaptable & Flexible - able to adjust to environmental, technological, and other relevant changes, able to respond to urgent needs as they interrupt daily routines

Minimum Qualifications:

- Strong written & oral communication skills
- Able to prioritize urgent needs while managing daily responsibilities

- Adept at Microsoft Office, QuickBooks, experience with fundraising software, and knowledgeable about Word Press
- BA degree

This is a full-time, exempt position with some flexibility in scheduling. There will be some evenings and irregular weekends required. Irregular travel for training, learning and/or presenting is also part of this position. Medical, dental and vision benefits are available after 90 days successful employment. Paid time off is available after six months of satisfactory employment. Salary is dependent on qualifications and experience of the applicant.

To apply for this position please send your cover letter and resume to [manager@etownpubliclibrary.org](mailto:manager@etownpubliclibrary.org) or by USPS to 10 South Market Street, Elizabethtown, PA 17022.

Applications will be accepted through Friday the 28<sup>th</sup> of April 2017 or until a candidate is confirmed.