

We're Searching for a Part-time Administrative Assistant

Description and Details

Friends of the Knox County Public Library is seeking candidates for a part-time administrative assistant to handle day-to-day operations and support the members, Board and volunteers. Position is 15-20 hours per week. Pay is \$18/hour.

Work includes

Data entry and administration of membership database; assisting President, Board and committee chairs with administrative tasks; managing email and phone inquiries; coordinating with Library staff on support needs; maintaining office hours at the Friends office at Lawson McGee Library; assisting with weekly, monthly and quarterly Friends' publications; some event coordination

Required

High school diploma/GED; Proficiency with Windows OS, Microsoft Office Suite and Google Drive.

Experience and proficiency with MailChimp, Adobe, Zoom, Canva, Wufoo, Paypal, Square, Dropbox (or similar programs) and social media platforms; a desire to work with volunteers; exceptional time management and verbal and written communication skills; strong attention to detail; professional manner and strong ethical code; ability to multitask and remain motivated and positive; able to troubleshoot and work proactively; and a commitment to working efficiently and accurately.

Some experience working with nonprofits and donor software is preferred.

Hours

15-20 hours per week. Regular office hours at the Friends office at Lawson McGhee Library are required. Some work may be done remotely.

Starting date

January 2023

To apply

Submit resume and cover letter to fokplsearch@gmail.com