

Employment Opportunity

Alfred H. Baumann Free Public Library
7 Brophy Lane
Woodland Park, NJ 07424
973-345-8120

Position Title: Part-Time Library Assistant/Bi-lingual

Hours: Part time approx. 15-20 hours per week
Days, Evenings, Weekend hours

Available: Position available immediately

Job Description:

The Alfred H. Baumann Free Public Library is currently seeking a qualified applicant for a part-time, bilingual, Library Assistant to join our team. We are looking for an individual who will be an enthusiastic, creative team player, with excellent communication skills. Strong customer service and organizational skills are essential for this position. The position includes assisting with creating and coordinating programming and instruction for work-force development and health programs. The employee will also meet with individual patrons to assist with employment, unemployment applications, resumes, SNAP, and insurance application assistance. The employee will work with the library director and provide assistance with correspondence and record keeping.

Candidates should have experience with event planning, working with adult learners, and leading training sessions in a variety of formats. Strong communication skills, including writing and record keeping are essential. Candidates should have solid computer skills and be able to troubleshoot basic technical issues. A high-level of proficiency with Microsoft Office and Google Suite is required.

If interested, please email your resume, cover letter, a professional reference, and scheduling availability to Linda Hoffman at hoffman@abwplibrary.org . Please put Library Assistant Position in the subject line. Only qualified candidates will be contacted.

Required:

- Minimum associate degree or 2 years of course work from an accredited college, university, or trade school
- Teaching, coaching, or mentoring experience
- Proficiency in MS Office Suite (e.g., MS Word, MS Excel, PowerPoint) and Google Suite, Canva, knowledge of Wix is a plus
- Ability to create marketing and materials, handouts, social media posts, etc. for programs
- Ability to creatively deliver training materials in an in-person and online setting
- Ability to effectively, and confidently, present information and respond to questions
- Ability to troubleshoot and provide technical support.
- Ability to comply with record keeping protocols
- Ability to compose emails and correspondence
- Appointee will be required to possess a driver's license valid in the State of New Jersey
- Bilingual (Spanish/English and/or Arabic/English)