**Current Job Openings (posted 3/24/23)**

**Administrative Assistant**

Falmouth Memorial Library is seeking a part-time Administrative Assistant to work in the business office of the library. The Administrative Assistant orders supplies, processes paperwork for billing, handles filing, data entry, runs errands, and performs other general office duties as needed. Working in a small library requires pitching in on a variety of tasks, and an ability to work effectively with all employees, and be courteous and friendly with patrons. The person hired for this role will also be trained on basic functions of the Circulation Desk, to assist with coverage as needed during staff vacations or unplanned staff absences. We’re looking for a self-starter with great communication skills to join our team in this essential community resource.

This position is part-time 16 hours per week. Pay starts at $18/hour, and includes pro-rated sick and vacation days. The Library prefers someone who can work daily Monday-Friday, however the schedule of hours is flexible.

**Essential Duties and Responsibilities**

The Library is looking for a reliable administration staff member to provide comprehensive and confidential office support to the Library. Duties are varied, but a typical work day would include:

* Processing and data entry for incoming mail, donations, bank deposits, and invoices for payment;
* Filing, correspondence, and scheduling meetings or appointments;
* Responding to meeting room requests from patrons and other organizations;
* Liaison with service providers for facilities management related issues to ensure appropriate maintenance and follow-up;
* Vendor management and procurement of all building supplies, including oversight of external professional daily cleaning service;
* Human resources clerical paperwork;
* Run errands for library business;
* General trouble-shooting of office equipment; and
* Perform other duties as needed.

**Qualifications**

* Demonstrated ability to use and troubleshoot general office equipment
* Excellent organizational and time-management skills and ability to multi-task
* Proficiency in Office 365 and Microsoft Office products is required
* Prior administrative experience in an office setting is preferred

To apply, send resume and cover letter to Library Director, Jenna Mayotte, at jmayotte@falmouthmemoriallibrary.org. No phone calls, please. Applications will be reviewed beginning April 10, 2023, and continue until position is filled.

**Library Assistant - Circulation**

Falmouth Memorial Library, in beautiful coastal Falmouth, Maine, is seeking a part-time Library Assistant for our Circulation Department. This open position is up to 16 hours per week, with pay starting at $18.00/hour, depending on skills and library experience. Position includes pro-rated vacation and sick time benefits. Our part-time circulation staff generally work 2 days per week, and 1-2 Saturdays per month, and also provide desk coverage in our children’s room as needed. Additional hours may be available covering vacations, and other planned staff absences.

Front-line staff are the ambassadors to our library and must be welcoming, friendly, and able to help patrons successfully navigate our Library. Our circulation staff are the first point of contact; they welcome patrons and connect them to the correct staff member or public service desk depending on their needs. We are looking for staff who can handle detailed work while having frequent interruptions and maintain a friendly and helpful demeanor.

Computer literacy, including working knowledge of PC operating systems, e-readers, tablets, etc. is required. The position requires moving around the library, which includes bending and stretching to shelve items, and lifting boxes of interlibrary loan materials (up to 25 lbs.). The majority of a shift will be spent processing materials through our circulation software, setting up carts of materials for shelving and interacting with patrons and staff. Previous customer service is preferred. Previous public library experience is a plus.

Please submit a cover letter and resume via email or mail only (no phone calls please), to Jenna Mayotte, Director, at jmayotte@falmouthmemoriallibrary.org. Applications will be reviewed starting April 10, 2023, and will continue until position is filled.