



Job Title: Part-time Outreach Assistant
Reports to: Outreach & Training Coordinator
FLSA: Non-Exempt
Date: 8/26/19

Primary Objectives:

Under the direction of the Outreach and Training Coordinator, performs duties necessary to support the Coordinated Outreach Program, including library services to targeted outreach populations, correctional facilities, and county jails. In addition, also works to provide administrative support as well as a welcoming presence at the office’s main entrance.

Essential Duties:

- Liaisons with correctional facilities and jails; oversees delivery and interlibrary loan to facilities and responds to inquiries from the library staff of facilities.
- Coordinates delivery and distribution of system kits to member libraries.
- Completes daily administrative tasks including the processing of delivery, and mail/UPS/FedEx.
- Assists other staff members with administrative services including readying materials for special projects and/or meetings, and other areas as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge and proficiency in Windows, Microsoft Office, and email.
- Demonstrated ability to follow circulation procedures for materials.
- Ability to handle tasks independently, accurately, and in a timely manner, with great attention to detail.
- Strong organizational skills.
- Ability to speak and write clearly and concisely.

Education and Experience:

- Associates Degree OR equivalent combination of training, education and experience

Schedule & Compensation

The position will be Monday-Friday, 9am-1pm (20 hours per week).
Benefits include NYS Retirement, vacation time and paid holidays.

How to Apply

Email resume & cover letter to careers@pls-net.org by Friday, September 13, 2019. Please send documents as a PDF and include “Outreach Assistant Application” in the subject line.