

Cheltenham Township Library System

Employment Opportunity

Posted 01/06/22

Administrative Offices – Full-Time Office Assistant – 37.5 hrs./wk. (\$15.00 - \$17.00/hr. DOE + excellent benefits). Non-exempt position in the administrative offices of Cheltenham Township Library System located on the lower level of the Glenside Free Library. Normal schedule is Monday through Friday, 9 am to 5 pm, plus attendance at the monthly evening Board, some other evening Board meetings may be required. Friendly, enthusiastic person with demonstrated excellence for completing detail-oriented tasks. Duties include, but are not limited to answering phones and greeting visitors; placing, receiving and processing deliveries; preparing and disseminating publicity for library events; maintaining print and online events calendar; recording and distributing meeting minutes for monthly board meetings; sorting and distributing mail; ordering; and performing support for ongoing projects as detailed in the full job description. Excellent computer and communication skills. Graphic design experience a plus.

Applicants can view full job description and should download and complete the job application available on our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>

Applicants should email a completed application, resume, and cover letter in PDF format to ctlsoffasst@mclinc.org Applications will be reviewed as they are received, so applicants should respond in a timely manner.