

Job Description: Office Administrator

Mission: We empower libraries to foster community.

Vision: We collaborate with libraries to create an inclusive literacy based program that is enjoyable for all ages, provide a reproducible program with a unified theme, share resources and offer professional support.

Learn more at www.cslnreads.org

Environment and Culture:

CSLP is an organization that provides a summer reading program to all 50 states, the District of Columbia, American Samoa, Bermuda, the Cayman Islands, Federated States of Micronesia, Guam, and the Mariana Islands. We are a volunteer driven organization of library professionals guided by committees, the Board of Directors, and the Organizational Coordinator. We work year-round to provide quality programs at a low cost to all of our 16,000 member libraries. CSLP continually seeks to improve the summer reading experience for libraries through our products, artwork, partnerships, and for the patrons we serve in our communities.

Position:

We are looking for an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team.

This is a challenging position involving strong customer service skills, planning, office skills, technology, and financial knowledge. You must act as a positive agent of change and consistently demonstrate the ability to adapt to the changes; juggle and manage competing tasks and demands; and deal with frequent change delays or unexpected events. A high level of initiative is required to streamline, maintain and develop processes to effectively manage multiple projects across the country.

The person in this position supports the Organizational Coordinator, the Board and committees and is expected to have in-depth knowledge of CSLP policies and procedures. The position is supervised by the Organizational Coordinator, however, latitude is granted for the exercise of independent judgement and initiative.

Essential Duties & Responsibilities:

- Customer Service: support to libraries, state representatives, and the general membership. Work with vendors, monitor the website and other tasks as needed.
- Planning: Organize and schedule meetings throughout the year. Work with the Board and staff to create the monthly Board agenda and send out Board materials. Attend committee meetings, as needed.

- Office Skills & Technology: Develop and maintain a filing system for all aspects of CSLP, and other general office duties
- Financial Knowledge: Work with the Treasurer and the Board to facilitate the financial stability of CSLP.

Qualifications

Associates degree required, B.A preferred

Minimum 5 years of experience including financial management, tech support, website support, and cloud based-project management

Required Skills & Abilities

- Computer Skills including proficiency in MS Office, Quick Books, Word Press and other general computer skills.
- Ability to troubleshoot and maintain office equipment;
Strong customer service skills: friendly, ability to listen, positive attitude, ability to handle sensitive information.
- Knowledge of Accounting Practices: provide financial reports, reconcile accounts, provide payroll services, maintain contracts as well as serve as a liaison with accountant, financial institutions and auditors.
- Excellent Organizational skills to plan meetings including transportation, lodging, meals and other details.
- Travel is required for this position.

Strongly Preferred:

College degree or work-related experience; working knowledge of public libraries and CSLP

Special Requirements:

Travel including the annual meeting, the board retreat and possibly conferences. Work from home is required: weekly schedule may fluctuate according to project calendar.

Are you a good fit?

We have a very specific mission and philosophy for our organization, and require people to be a good fit. We need a person who is hard-working and consistent. Listening skills and the ability to think critically are extremely important. We are looking for an open-minded person who is comfortable giving and receiving feedback. Having a strong sense of one's personal strengths and weaknesses, as well as high standards of professionalism are required. The person in this position should have a high degree of initiative, and the ability to work in a sometimes chaotic environment. We value an employee who is excited to improve member services. The Collaborative Summer Library Program is an equal opportunity employer and encourages a diversity of candidates.

Additional Information:

Full-time start date is March 2, 2020

Starting salary:

\$45,000 per year plus benefits

Job hours:

M-F, business hours dependent upon location. May require some weekend and/or evening work during large projects or for face-to face meetings

How to apply:

Send the following:

A Cover letter detailing your experience and how you can fulfill the needs of our organization
A Resume/CV
Three references

Include answers to the following questions: (no more than 500 words max per question)

1. This is a work from home position. Please describe how you might set up your home office to accomplish the job. Include any additional equipment or services you might need.
2. This job requires you to take the initiative, and manage projects remotely. Please describe what skills and abilities you have that will help you to be successful.
3. Communicating in writing is critical to this position. Please describe a situation where your written communication was misunderstood, and what you did to clarify/resolve the issue.

Applications will only be accepted via email and should be sent to employment@cslpreads.org. We will accept until applications until October 18th, 5:00PM Central Time. You will receive a response that your application was received.