

Administrative Assistant:

The Auburn Public Library has a part-time opening (15 hours per week) for a talented administrative assistant. You can join a team with a strong culture of service to the community and a warm and welcoming environment. The assistant provides general support for the staff with programming promotion; fundraising; newsletters; working with vendors; and creating documents, databases, and spreadsheets. The ideal candidate will have a high school diploma or GED with 1 to 3 years of experience. An associate's degree or higher is preferred. A qualified candidate will possess strong writing and editing skills and competence in common PC software suites. A complete job description can be found on the Library's website at www.auburnpubliclibrary.org. Compensation will depend on experience and education.

To apply please submit a cover letter and resume to personnel@auburnpubliclibrary.org or Director, Auburn Public Library, 49 Spring St., Auburn, ME. No phone inquiries. The position will be open until a suitable candidate is found.

8.2019