



## Part-time Membership, Communications, and Events Assistant

<b>Company:</b>	Florida Library Association
<b>Position Title:</b>	Part-time Membership, Communications, and Events Assistant
<b>Start Date:</b>	August 12, 2024
<b>Applications Due:</b>	Applications received after 7/26/24 may not be fully considered.
<b>Scope of Responsibility:</b>	Statewide, Florida
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	N/A
<b>Hours:</b>	29 hours/week (5.5-6 hours per weekday, with some flexibility); Ideally Monday and Wednesday: 8 am-1:30 or 2 pm Tuesday, Thursday, and Friday: 10:30 am-4:30 pm Exact hours are negotiable  There is an opportunity for additional hours per week (up to 39) during mid-late March 2025, in preparation for Library Legislative Day in Tallahassee, and in preparation for FLA's annual conference (May 12-16, 2025) in Orlando. <b>Attendance at both events each year is mandatory.</b>
<b>Location:</b>	<b>In-person to start;</b> Hybrid in-person/remote arrangement once assigned duties are mastered based on the discretion of the Executive Director
<b>Pay:</b>	\$20/hour
<b>Benefits:</b>	Relaxed office setting, relatively flexible hours

### Job Description Summary

\*FLA encourages applicants from under-represented groups. We are seeking serious inquiries; however, you are encouraged to apply even if you do not have all of the desired education, experience, or skills.

The Membership, Communications, and Events Assistant will have an array of responsibilities that support the Association's activities including, but not limited to, membership database management, accounts payable/receivable, general clerical, and project-based work. This position will communicate and engage with FLA members and partners; write for e-newsletters and the web; and provide program support for Library Day and Annual Conference.

**General Duties:**

- Data entry
- Clerical duties including but not limited to: photocopy, fax, mail, order office supplies, arrange package deliveries, internet research, and filing
- Work with Executive Director and IT consultant to troubleshoot computer and other technology issues
- Make and answer phone calls; Manage email communications
- Process financial transactions; create invoices; prepare check requests
- Maintain membership database including updating contact records, running reports, and responding to member inquiries
- Help develop and produce FLA communications, including FLA e-newsletters, FLA Listserv, FLA website, and other marketing messages
- Provide on-site staffing/support for FLA's Legislative Day and Annual Conference; manage event registration and assist with other preparations as needed
- Provide monthly reports on finances, membership, and events
- Other duties as assigned by Executive Director

**Desired Education, Experience, Skills, and Characteristics:**

- A minimum of an associate's degree; Work experience may be considered in lieu of a degree.
- At least 2 years of work experience preferred; Association work and/or experience working in a membership, finance, events, and/or communications role a plus.
- Interest and/or background in Florida libraries
- Interest in working for a progressive organization with a diverse membership
- Interest in working as a team in a very small office setting
- A positive, 'can-do' attitude and a well-developed sense of humor
- Demonstrated proficiency in written and verbal communications
- Detail-oriented with demonstrated organizational skills
- Proficiency with Windows, Microsoft Word, Excel, Office, and Google Suite
- Ability to learn new technology quickly – such as contact databases or event management software – mobile app content management software - MemberClicks and Canva experience very helpful
- Ability to travel within Florida once or twice each year

- Ability to lift up to 40 pounds
- Reliable personal vehicle and a valid Florida Driver License required