

**ACLCP Tip Sheet/Job Description**  
**Administrative Assistant (part time position)**  
**Updated June 2018**

The Administrative Assistant works closely with the Programs Committee to plan and organize the Fall and Spring conferences and will assist the Executive Committee to achieve the goals of the organization. The successful candidate will need the flexibility to attend Fall and Spring conferences, and at least two Executive Committee meetings each year. The Administrative Assistant will be an Ex-officio member of the Programs Committee and Executive Committee.

Duties include:

- Assist Programs Committee with preparing for conferences which may include:
  - Assisting with conference registrations including confirmations, badges, preparation of promotional materials and handouts.
  - Making arrangements with conference centers and consulting with catering.
  - Assisting with bookkeeping/accounting for Programs Committee as appropriate
- Maintain mailing lists, general correspondence, membership lists, etc.
- Perform other duties as assigned by Programs Committee Co-Chairs and or Executive Committee Chair.

Successful candidates will have:

- One year of administrative or related experience.
- Proficiency with Microsoft Office suite, graphics and editing software.
- Excellent organizational and communication skills
- Knowledge of the principles and practice of library work.

Note: Administrative Assistant is responsible for filing taxes on earned income for the calendar year. ACLCP does not file employee forms. Assistant wages should be claimed with the IRS as self-employment/consultant wages and taxes paid accordingly by Administrative Assistant

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| Title:         | ACLCP Administrative Assistant                                 |
| Hours of Work: | Part-time, flexible, up to 85 hours/year                       |
| Wage:          | \$16.00/hour   |
| Eligibility:   | Any employee or retiree of an ACLCP member library             |
| Terms:         | This is a one-year renewal contract position without benefits. |