



Florida Library Association, Membership, Communications, and Events Assistant

Company:	Florida Library Association
Position Title:	Membership, Communications, and Events Assistant
Start Date:	August 12, 2024
Scope of Responsibility:	Statewide, Florida
Reports to:	Executive Director
Supervises:	N/A
Hours:	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. Attendance at both events each year is mandatory.
Location:	In-person to start; Hybrid in-person/remote arrangement once assigned duties are mastered based on the discretion of the Executive Director
Pay:	\$20/hour
Benefits:	Relaxed office setting, relatively flexible hours

Send resumes with cover letters to executivedirector@flalib.org.

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 shall be a part-time employee of the organization and report to the Executive Director. This position will have a wide 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. The Membership, Communications, and Events Assistant 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