

## Job Posting

### Library Assistant – Stephenson Memorial Library (18- 24 hours)

The Stephenson Memorial Library in Greenfield, NH seeks an enthusiastic team player to staff our circulation desk, process inter-library loans, support technical services (book/material processing and maintenance), and assist our director with library programs for children, teens, and adults.

The Stephenson is building a frontline team to provide excellent customer service to our community, and we have one part-time opening, 18 - 24 hours/week. This position requires two evenings per week until 8 pm and most Saturdays, 9:30 am – 4 pm.

The right individual will:

- possess excellent verbal and written communication skills;
- have an aptitude and willingness to learn new technologies;
- demonstrate enthusiasm for all ages;
- be flexible and able to multi-task in a busy, distracting environment;
- be detail-oriented;
- have a cheerful disposition and a can-do attitude.

A college degree preferred, but not required for the person with the right combination of skills and experience.

Experience with Microsoft Office applications desirable.

Rate of pay: \$10/hour.

Open until filled. A review of applications will begin immediately.

Please email cover letter, resume and three references to: [director@stephensonlibrary.org](mailto:director@stephensonlibrary.org)