



Employment Opportunity

Foundation Assistant

8 hours per week (Monday through Friday)

General Administrative Office, St. Peters, MO

The Library Foundation is a registered 501(c)3 fundraising arm of the Library. Our mission is to raise funds beyond tax dollar support to build a stronger library in service to our community. We are seeking a Foundation Assistant to aid the Foundation with day-to-day office operations and in planning and implementing two annual events, the St. Charles City-County Library Foundation's Imagine Gala and the annual Trivia Challenge. This is an opportunity for an individual interested in non-profit work or office management to gain development experience. Assignments will generally involve work of a confidential nature. Applicants should be available to work a flexible schedule, typically 8 hrs. per week but hours be up to 20 hours per week near the date of the annual events. Occasional evening or weekend hours required.

Skills needed for this job are:

- Related experience in an administrative environment
- Excellent written and verbal communication skills
- Ability to work with Microsoft Office Suite and Google Workspace Products
- Create thank you notes and letters
- Data entry of sponsorships and donations
- Assist with securing contracted vendors for fundraising events
- Coordinate details of departmental meetings and/or on and off-site conferences and events
- Assist with attendance registration and guest seating
- Cross train volunteers

Schedule: 8 hours per week (hours are flexible and typically between 8:30am-5:00pm, Monday through Friday)

Pay rate: \$12.00

Advertised schedule may change based on the operational needs of the Foundation. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences. Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For priority consideration, submit a cover letter and resume along with completed [SCCCL Application](#) by **Monday, July 11, 2022**. Application materials can be emailed to jobs@stchlibrary.org, or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

6/17/22-7/11/22

Please see the following job description for more information.

Description Number: 074
Position Title: Foundation Assistant
Salary Grade: 7
FLSA Classification: Nonexempt
Reports To: Foundation Director
Revision Date: 06.16.2022

Position Summary

The Library Foundation Assistant will aid the Foundation with day-to-day office operations and the planning and implementation of two annual events. The Library Foundation Assistant will demonstrate a desire to learn and a willingness to develop new skills. This position supports all activities within the department; special events, donor relations, grant writing, database management, and annual appeals. This person will communicate clearly and effectively and display initiative to create an excellent donor experience.

Essential Expectations

1. Database clerical support of donations and sponsorships
2. Assist with donor relations
3. Create thank you letters
4. Support the communication efforts of the department internally and externally
5. Illustrate flexibility and adaptability
6. Display exceptional organizational skills
7. Exhibits high expectations of self and others
8. Demonstrate clear communication and active listening
9. Interest in learning new skills and expanding the library community
10. Promotion of the Library Foundation and all of its events and programs
11. Cross-train volunteers
12. Skilled in technology including but not limited to, Google Workspace, Microsoft Office, iOS, Android, and other devices

Skills

1. Ability to solicit donors for gifts and to support the Library
2. Highly organized and detail-oriented
3. Capable of managing multiple tasks and meeting deadlines with minimal direction
4. Proficiency with Microsoft Office suite, Google Workspace, and social media
5. Excellent verbal and written communication skills as well as strong reading skills
6. Ability to organize and file
7. Office skills including computer usage, fax, scan, copiers, phones, etc.
8. Flexibility to adapt to changing situations
9. Attention to detail and ability to perform duties with a high level of accuracy
10. Ability to exercise initiative to achieve established goals and directives

Physical Abilities

1. Ability to lift or move up to 30 pounds
2. Ability to stand or sit for long periods of time
3. Sufficient clarity of speech and hearing to communicate well with others
4. Sufficient vision to review a wide variety of written correspondence, reports and related materials in both electronic and hard copy form
5. Sufficient personal mobility to attend meetings or events at various locations

Education and Experience

1. Must be 16 years or older
2. High school diploma or GED preferred
3. Knowledge of a public library's function and purpose preferred
4. Public service experience preferred

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.