



## **Cheltenham Township Library System Employment Opportunities**

**Posted 2/2/18**

**Glenside Free Library – Full-Time Office Assistant – 37.5 hrs./wk.** (\$11.67 - \$17.50/hr. DOE + excellent benefits). Non-exempt position in the administrative offices of Cheltenham Township Library System. Normal schedule is Monday through Friday, 9 am to 5 pm. Friendly, enthusiastic person with demonstrated excellence for completing detail-oriented tasks. Duties include answering phones and greeting visitors, receiving and processing deliveries, preparing and disseminating publicity for library events, maintaining print and online events calendar, recording and distributing meeting minutes for monthly board meetings, sorting and distributing mail and performing support for ongoing projects as detailed in the full job description. Excellent computer and communication skills. High School Diploma or GED and 1-2 years administrative experience. Public library experience a plus. To apply, call 215-885-0457 or visit our website at [www.cheltenhamlibraries.org](http://www.cheltenhamlibraries.org) for application and full job description. Applications accepted until filled. **EOE**