



Administrative Assistant (Part Time)

Reports to: Executive Director

Mission

Friends is a diverse community of individuals, families and institutions who love our San Francisco Public Library and make it exceptional. We champion free public access to information, resources and opportunities for all people. Our mission is to strengthen, support and advocate for a premier public library system in San Francisco.

Summary of Responsibilities

This position is responsible for performing administrative support tasks for the Executive Director, the Development staff team and Board of Directors.

Duties

Executive Director Support

- Assist with correspondence and administrative/organizational tasks
- Work directly with Executive Director to support projects and events

Board of Directors Support

- Maintain Board of Director calendars, Board documents, and Board web page
- Assist with all Board meeting and retreat preparation, including scheduling, assembling documents, ordering food, and preparing meeting room
- Take minutes at all full board and committee meetings, as needed
- Help plan and carry out staff and Board recognition activities, including birthdays, milestones, and team-building events

Office Support

- Answer main phone line, respond to callers, and direct calls to staff
- Greet and direct visitors to appropriate staff
- Distribute mail to staff daily; manage outgoing mail, including shipping and deliveries
- Organize and maintain digital and physical administrative files & archives; develop and document protocol for naming and storing documents
- Work with Facilities and Volunteer Manager to keep inventory and maintain a stock of office supplies, refreshments, and snacks for Staff
- Maintain conference room schedule and set and clean up for meetings
- Other tasks as assigned

Friends Mission and Values & Community Relationships

- Positively represent the mission and community value of Friends in meetings, conversations and/or presentations with members of the community, donors and partners.

Required Qualifications & Experience:

- 1-2 years of professional work experience
- Proficiency in Microsoft Office applications
- Experience using a CRM, like Salesforce, or fundraising software, like Blackbaud, is a plus
- Ability to independently find solutions to tech challenges through Googling, using user group forums etc.
- Excellent verbal/written communication skills and an eye for detail when proofreading
- High degree of dependability, flexibility, and initiative
- Strong interpersonal and diplomacy skills, exceptional customer service
- Ability to fulfill physical requirements of job duties (lifting, carrying, pushing, pulling, typing, phones, etc.)

Personal Attributes and Values:

- Must have a dedicated interest and/or experience in nonprofit community-based, mission-driven work and a desire to work for the values of inclusion, equity and public libraries
- Must be able to handle diverse tasks simultaneously
- Strong work ethic with an orientation toward action, innovation, and process improvement
- Discretion and sound judgement
- Ability to work independently, as part of a team and collaboratively across departments, and with people of diverse backgrounds and circumstances

Hours & Compensation: 20 hours per week, hourly nonexempt with possibility of extending to 30-35 hours per week. Monday: Remote; Tuesday, Wednesday, and Thursday in office.
\$27-30 per hour, depending on experience.

To apply:

Please submit a cover letter and resume to employment@friendssfpl.org. No phone calls please. Only apply if currently residing in the Bay Area. Thank you.

Friends of the San Francisco Public Library is an Equal Opportunity Employer, acting without regard to the fact or perception of their race, creed, religion, color, ancestry, national origin, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability, weight, height or AIDS/HIV status.