



The mission of the Irish Cultural Center & McClelland Library is to bring Irish heritage to life through dynamic education, vibrant community events, and the celebration of cherished traditions, inviting people of all cultures to connect, learn, and carry the Celtic spirit forward.

Position: Part-time Library Assistant

Description: The Irish Cultural Center & McClelland Library is currently seeking a qualified individual to fill a part-time, temporary Library Assistant position. The Library Assistant position will perform a wide variety of technical and clerical work that directly supports the McClelland Library. The Library Assistant is the main library staff point of contact for library patrons and visitors.

Essential Duties & Responsibilities:

- Perform Circulation Desk procedures
- Provide excellent customer service in all dealings with patrons and volunteers
- Enforce library policies and procedures
- Maintain the physicality of the library including trouble shooting hardware and software used by patrons and staff
- Assist with training and supervision of volunteers
- Assist with data entry and usage statistic tracking
- Provide basic reference services
- Assist with project-based activities as assigned regarding library collections
- Participate in library programs and special projects
- Complete other duties as assigned

Required Qualifications:

- One-year experience working in a customer service position
- Proficiency with computers and library technological systems (hardware, software, databases)
- Excellent verbal and written communication
- High School Diploma or equivalent
- Employee will be required to engage in physical motion including sitting, standing and walking
- Employee must be able to slide, push, lift, and carry up to 25 pounds

Desired Qualifications:

- Some coursework completed at a graduate school level towards a MLS/MLIS degree
- Experience with genealogical databases and research methods
- Experience with performing research at a college level
- One-year experience working or volunteering for a non-profit organization
- Experience in a library setting with an OPAC

To Apply:

Please submit in PDF format: a cover letter, resume, and 3 references to reference@azirishlibrary.org

Compensation will be competitive. The Irish Cultural and Learning Foundation is an equal opportunity employer.