



**Job Title:** Executive Assistant

**Location:** Brooklyn, NY - Hybrid

**Type:** Part-time (20 hrs per week)

**Salary:** \$26-30 per hour

**Note:** This is a grant funded position through November 2027

### **About Us:**

Urban Librarians Unite is a dynamic and inclusive organization committed to advancing the field of librarianship. We strive to connect, support, and empower urban library workers, fostering collaboration and innovation within the library community. As we continue to grow, we are seeking a passionate and dedicated individual to join our team as an Executive Assistant.

### **Position Overview:**

The Executive Assistant at Urban Librarians Unite provides high-level administrative and operational support to the Executive Director and organization leadership. This position is responsible for managing schedules and communications, coordinating meetings and documentation, and supporting day-to-day organizational operations. The Executive Assistant also assists with outreach and program logistics, helping to ensure effective communication, administration of professional development opportunities, and smooth coordination of other activities that support and connect urban library workers.

### **Key Responsibilities:**

#### **Executive Support:**

- Support the work of the organization's Executive Director including:
  - Maintaining the Director's schedule
  - Assistance with correspondence
  - Acting as the Director's representative at meetings both in person and online
  - Supporting the Director at public events including some nights and weekends

#### **Office Maintenance:**

- Helps maintain the ULU offices
- Orders office supplies
- Assists with events and trainings at the ULU offices

#### **Organizational Support:**

- Will provide organizational and administrative support for the organization as a whole including administrative tasks for:
  - Assisting with maintenance of financial records
  - Event calendar updates and administration
  - Conference logistics

- Creating agendas and recording minutes at staff meetings
- Engaged in the full scope of work of a small and dynamic organization in a time of radical growth
- Support the work of the Board through scheduling, documents, and correspondence
- Assist with the office library

### **Qualifications:**

- Associates Degree in a related field preferred (Public Administration, Communications, Community Development, etc.).
- Expert user of the Google Suite of software
- Familiar with Airtable and Canva
- Strong interpersonal and communication skills (especially writing), with the ability to connect with diverse audiences.
- Familiarity with library and information science or related fields and interest in the mission of public libraries including freedom of access and inclusion is a plus.
- Ability to work independently and collaboratively in a small team environment.
- Able to travel within the tri state area

### **How to Apply:**

Interested candidates should submit a resume and cover letter to [director@urbanlibrariansunite.org](mailto:director@urbanlibrariansunite.org). Please include "Executive Assistant Application" in the subject line. Applications will be reviewed beginning on **February 1st**, and priority will be given to applications received prior to that date.

Urban Librarians Unite is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experience, particularly from candidates who are likely to be underrepresented in the workforce including communities of color and LGBTQIA+ folks. We are a neurodiversity and disability affirming organization. Please reach out if you need reasonable accommodations in the job application process.

Note: The above job description may be subject to change based on the needs of the organization.