



Accepting applications for:

Hourly Library Aide

Development Office

Application deadline: Friday, February 10, 2023

Visit www.icgov.org/jobs to apply online

One hourly part-time position available

Hours: Up to 20 hours per week, including evening and weekend hours

Wage: \$15.00 per hour

Job summary:

Under supervision of the Development Office Director and Development Office Assistant, performs tasks related to fundraising efforts of the Development Office and Board of Directors of the Iowa City Public Library Friends Foundation, a non-profit organization. Responsibilities include data entry and other record keeping, assistance with fundraising including execution of special events and with operations of the Friends Foundation used bookstore.

Minimum qualifications:

High school diploma or equivalent required. Experience working in a library, customer service or related field required. Must pass criminal background check.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: January 20, 2023

