



Accepting applications for:

Library Assistant I – Development Office

Development Office

Application deadline: Wednesday, October 20, 2021

Visit www.icgov.org/jobs to apply online*

**Please include a cover letter and resume*

One permanent part-time position available – 20 hours per week

Wage: \$22.04 – \$28.35 per hour

Office Hours: Monday – Friday, 8:00am – 5:00pm

Job summary:

Under general direction, provides support to the Development Director and the Board of the Iowa City Public Library Friends Foundation. Maintains Foundation financial records and accounts. Coordinates volunteers for used bookstore. Assists in the production of publications and communications and assists with special projects and events.

Minimum qualifications:

Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body in business or a related field required. One year of bookkeeping and computer experience with database management applications required. Must pass criminal background check.

Preferred qualifications:

Experience working with a nonprofit board preferred. Experience with fundraising software and QuickBooks preferred. Supervisory experience preferred

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: September 29, 2021

