

Position Vacancy Announcement

February 7, 2012

Nonprofit Assistant ONEplace Supervisory-Technical – Level 2 FTE .75

Position Summary: Responsible for providing support for the operations of ONEplace and its constituents under the direction of the ONEplace director. Duties to include performing public service desk duties, assisting in the preparation and presentation of ONEplace programming, assisting with design and implementation of data collection and analysis systems, maintenance of ONEplace printed collections, resources and website content.

Duties and Responsibilities

1. Assists ONEplace director in the day-to-day operations of ONEplace.
2. Assists constituents at the ONEplace public service desk by offering explanation and overview of ONEplace services, assistance with best-practice based capacity-building resources and referral to ONEplace director and external resources.
3. Assists in the design and implementation of agency data collection and analysis.
4. Assists ONEplace director in the preparation of ONEplace events and workshops, presents selective programs under the guidance of coordinator, and maintains systems for tracking programming evaluations.
5. Maintains the ONEplace nonprofit area, upkeep of print collection, vertical file, and other displayed resources.
6. Maintains ONEplace website to include updates and online resources, event photos, job postings, calendars and blogs.
7. Maintains MS Access database of ONEplace constituents and online database of consultants
8. Participates in departmental meetings, library-wide committees and training opportunities.
9. Performs other tasks as assigned.

Professional Competencies

1. Attendance/Punctuality: Demonstrates reliability by consistently arriving to work, meetings and appointments on time. Adjusts schedule and remains flexible to meet changing work needs and demands.
2. Organizational Support/Ethics: Contributes to the improvement and success of the library system and ONEplace by aligning work priorities with the Library's strategic plan, ONEplace goal, purpose and guiding principles.
 - Maintains a high level of ethical behavior, work integrity, and respect for privacy and confidentiality
 - Inspires support for KPL policies and procedures.
 - ALA Code of Ethics
 - Library Bill of Rights
 - Michigan Library Privacy Act
 - Support for library events.
3. Customer Service: Demonstrates strong public service orientation. Represents the library professionally when dealing with staff, managers, vendors, colleagues and members of the public. Anticipates and meets the needs of both internal and external customers.
 - Demonstrates strong public service orientation.
 - Represent KPL in a positive way to diverse populations.
4. Job Specific Knowledge and Skill: Acquires and applies knowledge, skills and experience to accomplish results.
 - Keeps current with and effectively applies new work methods, skills, best practices, and technologies to complete work.
 - Identifies and utilizes resources effectively and responsibly.
 - Demonstrates knowledge of nonprofit management books, periodicals, audiovisual materials, websites and other relevant nonprofit resources.
 - Demonstrates broad knowledge of organizations, institutions and community networks in the greater Kalamazoo area.

5. Creativity/Innovation – Looks for opportunities to apply new and evolving ideas, methods, design and technologies.
 - Takes initiative to accomplish something, such as identifying and solving problems, overcoming obstacles, achieving goals, pursuing opportunities, doing things better.
6. Quality: Provides high quality services, processes, and programs while consistently seeking ways to improve outcomes and enhance services.
7. Communication skills: Conveys ideas and facts using language appropriate to the audience and situation.
 - Listens and interacts actively when speaking with individually with patrons or staff, paying genuine attention to what is being communicated and confirming understanding.
 - Successfully communicates library policies and procedures to constituents.
 - Communicates effectively when addressing or presenting to large or small groups.
 - Utilizes social media within policies of KPL and goals of ONEplace.
8. Accountability: Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
9. Flexibility/Adaptability: Performs a wide range of tasks, responds to change in directions and priorities and accepts new challenges, responsibilities and assignments.
10. Technology skills:
 - Demonstrates intermediate Microsoft Excel skills to include worksheet development, basic formulas, conditional formatting and graphics.
 - Demonstrates basic Microsoft Access skills to include understanding of relational database, use of tables, queries, filters, forms and reports.
 - Maintains knowledge of latest technological innovations and integrates use of latest technology and tools into every day practice where applicable.
11. Project Management – Structures work on projects or programs. Demonstrates proficiency in project management in order to initiate, facilitate, conclude and evaluate projects with efficiency and effectiveness.
 - Makes reasonable estimates of resource needs to achieve goals or complete projects. Uses sound methods to plan and track work, appointments, and commitments. Evaluates progress on tasks and adjusts work style as needed.
12. Safety – Adheres to all workplace and trade safety laws, regulations, standards and practices.
 - Performs work in a safe manner at all times.
 - Checks for and reports potential hazards or breaches of security while in the workplace.
 - Encourages and supports others to be safe while at work.

Minimum Qualifications

1. Bachelor's degree in nonprofit management or related field of study.
2. Two years of experience in the nonprofit sector.
3. Knowledge of the nonprofit resources and collaborations.
4. Experience in event and program planning.
5. Demonstrated proficiency in Microsoft Outlook, Word, Excel and Access programs.
6. Demonstrated website development and maintenance skill.

Desirable Qualifications

- Board and nonprofit volunteer experience.
- Familiarity with organizations, institutions and community networks in the greater Kalamazoo area.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands*: While performing the duties of this job, the employee is required to travel independently within the office and public areas of the library. In the work environments described below, the position requires verbal and written communication with others, sitting, standing, walking, reaching, lifting/moving objects up to 25 pounds, and use of hands to finger, handle, or feel objects, tools or controls. The position occasionally requires standing, walking, sitting and speaking for extended periods of time. Vision abilities required by the job include close vision.
- *Work environment*: Work will be performed in an office environment and library spaces. The noise level in the work environment is usually low to moderate.

Salary

\$28,940 yearly – entry level; health insurance with employee contribution; fully paid vision, dental, LTD, life insurance, retirement and health care savings plan.. Pro-rated vacation, holidays, float time, and sick leave.

Schedule

30 hours weekly; Monday – Friday between 8:00 am- 5:00 pm with some evening hours possible.

Availability

Immediately

Application Procedure

Interested applicants must submit a complete a KPL job application, resume, cover letter and written responses to the following:

1. Provide a professional blog post about a current nonprofit trend.
2. Provide a written response to an email requesting information about how to start a new nonprofit.

Application materials should be sent to the attention of Terry New, HR Manager.
Applications are available in the Administrative Office or at www.kpl.gov/jobs.

Deadline for applications: Tuesday, February 14, 2012 at 5 pm