

## Position Vacancy Announcement

January 15, 2013

### 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.

#### **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**

\$30,075 yearly – entry level; pro-rated health insurance with employee contribution; fully paid vision, dental, LTD, life insurance, retirement and health care savings plan; paid vacation, holidays, and sick leave.

#### **Schedule**

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

#### **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](http://www.kpl.gov/jobs).

**Deadline for applications: January 25, 2013 at 5 pm**