



Administrative Coordinator

Bedford Hills Free Library is seeking a professional with excellent administrative skills to organize the day-to-day operations during our next phase of organizational change and development.

DUTIES AND RESPONSIBILITIES

Executive Support

- Update and maintain the policies and procedures manual and prepare any notice of changes
- Update system and maintain company files according to record retention guidelines
- Gather reports on attendance, program events, and other statistics; assist with the NYS annual report and other reporting requirements
- Assist with strategic planning – research, compilation of materials, surveys, data analysis
- Prepare Excel reports and assist with PowerPoint presentations and formatting documents
- Prepare bank deposits and reports; maintain financial and personnel records
- Assist the Executive Director with other tasks as assigned

Technical and Facilities

- Research costs, equipment and software vendors for annual and capital budgets
- Oversee equipment including office computers, phones, printers, monitors as well as office supplies
- Schedule ongoing facilities maintenance (HVAC, lawn, cleaning, security, etc.)
- Act as a point person (in the absence of the ED) for security/safety protocols
- Assist with parking lot rental contracts and permits

Communication

- Maintain administration systems including phones, website, Dropbox, Google Workspace.
- Train new staff in office procedures, set up new accounts, troubleshoot, if needed
- Coordinate the placement of eblasts, social media posts, and flyers
- Place event postings and other information in local community calendars
- Update organizational information on the website
- Assist with marketing materials (t-shirts, bags, mugs) and maintain inventory

QUALIFICATIONS AND REQUIREMENTS

- Professional experience as an executive assistant, office/business manager, or other administration
- Knowledge and experience managing office equipment and systems
- Aptitude with Microsoft Office, Google Workspace, Canva, etc.
- Excellent written and oral communication skills
- Ability to effectively organize time, resources, and workflow systems and to be a team player
- B.A. from an accredited college or university and interest in libraries, literature, learning preferred

SALARY/BENEFITS

The Administrative Coordinate reports to the Executive Director. This is a part-time non-exempt position, up to 20 hours/week, with the possibility for expansion. The schedule is flexible and may include occasional remote shifts. Pay Range: \$25-30/hour, depending upon level or experience and education.

TO APPLY

To apply, please send a cover letter and resume to: Mary Esbjornson, Executive Director, at mary@bedfordhillslibrary.org.

The Bedford Hills Free Library is an Association Library and member of the Westchester Library System (WLS), a consortium of 38 public libraries. For more information, visit our website: bedfordhillsfreelibrary.org.

The Bedford Hills Free Library is an equal opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, or sexual orientation, or any other characteristic protected by law.

Posted April 2025

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