

2018 INALJ Jobs

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[Account Manager, South](#) / DE GRUYTER / Remote office, south region of the US

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[Library Director](#) – Sawyer Library / Suffolk University / Boston, MA

[Bookmobile Operator, Support Staff II](#) / Montgomery County-Norristown Public Library / throughout Montgomery County, PA

[Public Services Librarian](#) / University of South Carolina Upstate / Spartanburg, SC

[Dean - University Library](#) (103084) / The American University in Cairo / Cairo, Egypt

USA

USA – Virtual Work

to find more sites to job hunt at in the virtual sphere check out INALJ Telework –Virtual home page:

http://inalj.com/?page_id=56476

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[Account Manager, South / DE GRUYTER / Remote office, south region of the US](#)

Other jobs

Research Associate (Part Time, Location Flexible) NPAG - Nonprofit Professionals Advisory Group LLC www.nonprofitprofessionals.com OVERVIEW NPAG is an executive search and consulting firm dedicated to serving the mission-driven community. We partner with best-in-class nonprofit organizations nationally and globally to find executive-level leaders who are helping to find innovative solutions to our most pressing social problems. We believe that leadership matters, and we are privileged to advance our clients' missions through our work. Our clients come from all corners of the non-profit sector ranging from health, education, human services, environment, philanthropy, social justice, and the arts to issue specific research, policy development, and advocacy. NPAG provides leadership, advice, and counsel through the custom design and execution of a tailored search strategy, built to address the unique needs of our clients. Our success is evident in the high quality and long-term partnerships we have built with some of the most innovative and impactful mission-driven organizations in the United States, as well as globally. We have also been recognized for the success of our 100% virtual consulting model, which allows us to provide higher quality, lower cost, and fully flexible services to our clients across the country and the globe, while also offering employees a creative, energetic, and family-friendly work place. Over the past 15 years, NPAG has experienced significant growth in the depth and sophistication of our partnerships and searches. In addition, we have worked to strategically invest in our internal capacity, including implementing upgraded database services, enhancing our benefits program, launching a new website, and making key hires to support our growth. In that vein, NPAG now seeks a talented and creative Research Associate to help enhance our existing research and data infrastructure. Specifically, the Research Associate will partner with NPAG's search teams to develop a network strategy for each project which will identify mid- and senior-level executives to serve as prospective candidates for our clients' positions and/or key advisors to our clients at critical transition points in their leadership. The Research Associate will conduct extensive research to locate and identify individuals whose qualifications and experience parallel our clients' needs. Additionally, the Research Associate will assist the team with critical research documents and reports to be delivered to our clients. Applicants must hold a college degree and be highly self-motivated, detail-oriented, intellectually agile, quick-thinking, and boundlessly curious. Additionally, the ideal candidate will have several years work experience in the mission driven sector, highly-developed research skills, comfort working flexible hours as needed (approximately 10-25 hours per week), and a strong personal commitment and understanding of the various segments that make up the nonprofit community. OPPORTUNITIES AND CHALLENGES FOR THE RESEARCH ASSOCIATEAs NPAG's research efforts have grown in scale and sophistication, the work of our Research Associates has become central to many of the firm's activities. Reporting to the Vice President and Managing Partner, the new Research Associate will deepen the capacity and expertise of NPAG's research team to ensure each search launches with a high quality universe of prospective candidates that will yield a diverse and highly-qualified candidate pool. The firm will rely heavily on the new Research Associate to craft appropriate research strategies, suggest creative avenues to acquire accurate information, and take the lead in executing and managing the research cycle for each search engagement. The main tasks the Research Associate will be charged to complete include:

- Interfacing effectively with NPAG clients, Vice Presidents, and Associates at the beginning of each new search to determine the parameters of the search, the candidate profile sought, and both the traditional and nontraditional networks from which the successful candidate might come.
- Developing target research lists, market maps, and organizational charts as the basis for a networking and outreach strategy; closely managing progress as the team compiles networking and outreach lists as well as paid and free advertising target sites.
- Skillfully applying a mixture of telephone and desk-based (database, Internet, publications, etc.) research activities to each search; managing complex data entry and analysis while ensuring a consistently high level of information management.
- Assisting in the management and integrity of our database which codifies and captures knowledge and connections developed throughout the firm.

- Delivering client-ready candidate research documents to highlight candidate profiles throughout the search process.
- Producing reports and analysis documents to assist in scandal scanning of potential candidates.
- Keeping NPAG leadership abreast of major sector changes and developments identified during client-driven research to ensure the firm continues to be a thought leader in the mission driven world.
- Participating in company-wide meetings and discussion about systems development and ongoing quality improvement to ensure NPAG benefits from the collective wisdom of all its team members.

QUALITIES OF THE IDEAL CANDIDATE Ideal candidates will possess both a strong working knowledge of research and information management as well as knowledge of or expertise within the mission-driven sector. Qualified candidates must have highly refined research skills, be capable of broad and deep critical thinking, and have the ability to learn quickly and problem-solve effectively in a fast-moving, technology-dependent environment. The new Research Associate will work with NPAG through a flexible contract arrangement and will bring a high level of energy, motivation, and discipline to his/her work.

Additionally, s/he will have:

- A bachelor's degree and at least three years of work experience in the nonprofit, academic, or other mission-driven community; or experience providing research within an executive search firm or human resources / talent acquisition team.
- Exceptional research capabilities, a high level of comfort with research technology combined with the savvy to know when to simply 'Google' for information, and the ability to translate superb research into easily understandable presentations to clients.
- The ability to work independently and to problem-solve effectively balanced with the wisdom to know when to seek guidance.
- Strong detail-orientation and an unfailing commitment to and pride in quality work.
- Fluency and facility with web-based technology such as search engines, shared calendars, instant messaging, and databases, and both comfort and ability working effectively in a virtual environment.
- Boundless curiosity and a tried and tested approach to research that believes there are no dead-ends, only other roads to pursue.
- Availability during Eastern standard time business hours for meetings and real-time communication (project work schedule is flexible).
- Ability to work flexible hours, between approximately 10 and 25 per week.
- A collegial, team-oriented working style.
- Modesty to accept guidance as needed.
- A healthy sense of humor and appreciation for creativity and fun in the workplace.

TO APPLY Applications including a cover letter describing your interest and qualifications and resume (in Word format) should be submitted to careers@nonprofitprofessionals.com.

Alabama

to find more sites to job hunt at in AL check out INALJ Alabama home page:

http://inalj.com/?page_id=56451

[2 Reference Librarian Positions](#) / Mobile Public Library/ Mobile, AL

Alaska

to find more sites to job hunt at in AK check out INALJ Alaska home page:

http://inalj.com/?page_id=56453

Arizona

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Arkansas

to find more sites to job hunt at in AR check out INALJ Arkansas home page:

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California

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http://inalj.com/?page_id=75425

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[Digital Publishing Research Fellow](#) / Robert E. Kennedy Library at Cal Poly, San Luis Obispo, CA

Other jobs

[Librarian – Full Time, Tenure Track Faculty position](#)/ Skyline College/ San Bruno, CA / Apply by **11/15**
[Children's Librarian](#) / Santa Clarita Public Library / Santa Clarita CA

Colorado

to find more sites to job hunt at in CO check out INALJ Colorado home page:

http://inalj.com/?page_id=56461

[Systems Architecture and Web Services Librarian](#) / Colorado School of Mines / Golden CO

Connecticut

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http://inalj.com/?page_id=56463

DC (Washington, DC)

to find more sites to job hunt at in DC check out INALJ DC home page:

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Sponsored

[Louis B. Thalheimer Associate Librarian for Researcher Services / The Folger Shakespeare Library / Washington, D.C / Apply by 11/30](#)

Others jobs

[Library Technician](#) - LAC Group- DC - Washington DC

Delaware

to find more sites to job hunt at in DE check out INALJ Delaware home page:

http://inalj.com/?page_id=56466

Florida

to find more sites to job hunt at in FL check out INALJ Florida home page:

http://inalj.com/?page_id=76843

[Assistant Librarian](#)/ Keiser University/ Lakeland, FL

[Circulation Supervisor](#)/ Maitland Public Library/ Maitland, FL/ Apply by 12/2

[Coordinator, Library Technical Services](#)/ Pensacola State College Pensacola, FL

[Director, Library Services](#)/ Indian River County Government/ Vero Beach, FL

[Law Librarian](#) / Escambia County, FL/ Apply by 11/13

[Learning Resources Technician, Library](#)/ Hillsborough Community College/ Plant City, FL

[Librarian, Research & Instruction](#)/ Seminole State College of Florida/ Altamonte Springs, FL /Apply by 1/13

[Librarian I](#)/ Manatee County Government/ Bradenton, FL/ Apply by 11/14

[Librarian I \(Youth Services\)](#)/ Pasco County Government/ Hudson, FL/ Apply by 11/15

[Librarian II](#)/ City of Jacksonville/ Jacksonville, FL / Apply by 11/15

[Librarian III, Branch Manager](#)/ Volusia County Government/ Deland, FL/ Apply by 11/13

[LIBRARIAN V \(South Area Coordinator\)](#)/ Palm Beach County Government/ Wellington, FL/ Apply by 11/9

[Library & Instructional Technologist \(Part Time\)](#)/ Gordon-Conwell Theological Seminary/ Jacksonville, FL

[Library Associate](#)/ Hillsborough County Government/ Tampa, FL/ Apply by 11/14

[Library Associate 2](#)/ Pinellas County Government/ Wildwood, FL

[Library Service & Technology Guide](#)/ Hillsborough County Government/ Tampa, FL/ Apply by 11/16

[Library Operations Technician](#)/ Florida State University/ Tallahassee, FL

[Research Librarian \(Part Time\)](#)/ Stetson University/ Deland, FL

[Scholarly Repository Librarian](#)/ University of Florida/ Gainesville, FL/ Apply by 12/11

[School Librarian](#)/ Aucilla Christian Academy/ Monticello, FL/ Apply by 11/26

Georgia

to find more sites to job hunt at in GA check out INALJ Georgia home page:

http://inalj.com/?page_id=56472

[Dean of Library](#) / Clayton State University / Morrow GA

[Medical Library Consultant](#) - LAC Group- GA - Atlanta

Hawaii

to find more sites to job hunt at in HI check out INALJ Hawaii home page:

http://inalj.com/?page_id=56474

Idaho

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http://inalj.com/?page_id=56478

Illinois

to find more sites to job hunt at in IL check out INALJ Illinois home page:

http://inalj.com/?page_id=56480

Indiana

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http://inalj.com/?page_id=56482

Iowa

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http://inalj.com/?page_id=56484

Kansas

to find more sites to job hunt at in KS check out INALJ Kansas home page:

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Kentucky

to find more sites to job hunt at in KY check out INALJ Kentucky home page:

http://inalj.com/?page_id=56488

Louisiana

to find more sites to job hunt at in LA check out INALJ Louisiana home page:

http://inalj.com/?page_id=56490

Maine

to find more sites to job hunt at in ME check out INALJ Maine home page:

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Maryland

to find more sites to job hunt at in MD check out INALJ Maryland home page:

http://inalj.com/?page_id=56495

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**[Data Services & Reference Librarian I](#) / Albin O. Kuhn Library & Gallery - UMBC
(University of Maryland, Baltimore County) / Baltimore, MD**

Other jobs

Massachusetts

to find more sites to job hunt at in MA check out INALJ Massachusetts home page:

http://inalj.com/?page_id=56402

Sponsored

[Library Director](#) – Sawyer Library / Suffolk University / Boston, MA

Other jobs

[Metadata and Digital Initiatives Librarian](#) / MCPHS University Libraries / Boston MA

Michigan

to find more sites to job hunt at in MI check out INALJ Michigan home page:

http://inalj.com/?page_id=56497

[Library Director](#) / Gladwin County District Library / Gladwin MI

Minnesota

to find more sites to job hunt at in MN check out INALJ Minnesota home page:
http://inalj.com/?page_id=56499

[Branch Manager](#)/Scott County/Prior Lake, MN / Apply by 11/13

Mississippi

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http://inalj.com/?page_id=56501

Missouri

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http://inalj.com/?page_id=56504

Montana

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Nebraska

to find more sites to job hunt at in NE check out INALJ Nebraska home page:
http://inalj.com/?page_id=56320

Nevada

to find more sites to job hunt at in NV check out INALJ Nevada home page:

http://inalj.com/?page_id=56326

New Hampshire

to find more sites to job hunt at in NH check out INALJ New Hampshire home page:

http://inalj.com/?page_id=56333

New Jersey

to find more sites to job hunt at in NJ check out INALJ New Jersey home page:

http://inalj.com/?page_id=56346

New Mexico

to find more sites to job hunt at in NM check out INALJ New Mexico home page:

http://inalj.com/?page_id=76814

New York (state)

to find more sites to job hunt at in NY check out INALJ NY State home page:

http://inalj.com/?page_id=56407

[System Support Associate](#), Youth and Family Services, Upper Hudson Library System, Albany, NY

NYC

to find more sites to job hunt at in NYC check out INALJ New York City home page:

http://inalj.com/?page_id=56409

[Chief Branch Library Officer](#) / New York Public Library / New York NY

[Assistant/Associate Professor](#) / Pratt Institute School of Information / New York, NY

North Carolina

to find more sites to job hunt at in NC check out INALJ North Carolina home page:

http://inalj.com/?page_id=56411

[Executive Director](#) / Wake County Smart Start / Raleigh, N.C.

[Assistant, Administrative, Library Services](#) / Guilford Technical Community College / Jamestown, NC

[Librarian, Public Services](#) / Guilford Technical Community College / Jamestown, NC

[Special Collections Outreach and Instruction Librarian](#) / East Carolina University / Greenville, NC

[Learning Innovation R&D Project Coordinator](#) / Duke University Libraries / Durham, NC

[NC LIVE Instruction Librarian](#) / NC State University / Raleigh, NC

[Evening Library Supervisor](#) / Johnson C. Smith University / Charlotte, NC

[Books Publicity Assistant \(Marketing Asst. Senior\)](#) / Duke University Press / Durham, NC

[Library Director Library](#) / Madison County Public Libraries / Marshall, NC

[Librarian / Public Services](#) / Guilford Technical Community College / Jamestown, NC

[Library Associate / Youth Services](#) / Perry Memorial Library / Henderson, NC

[Processing Archivist for Economics](#) / Duke University Libraries / Durham, NC

[Kits Product Manager](#) / Duke University Libraries / Durham, NC

[Research and Instructional Services Intern in Humanities](#) / Duke University Libraries / Durham, NC

[Administrative Assistant for the Southern Historical Collection](#) / UNC-Chapel Hill / Chapel Hill, NC / Apply

by 11/5

[Research and Instruction Librarian for Engineering and Science](#) / Wake Forest University / Winston

Salem, NC

[Metadata Expert](#) / UnitedHealth Group / Raleigh, NC

North Dakota

to find more sites to job hunt at in ND check out INALJ North Dakota home page:

http://inalj.com/?page_id=56413

Ohio

to find more sites to job hunt at in OH check out INALJ Ohio home page:

http://inalj.com/?page_id=56415

[Digital Projects Assistant](#) / University of Toledo Libraries / Toledo OH

Oklahoma

to find more sites to job hunt at in OK check out INALJ Oklahoma home page:

http://inalj.com/?page_id=56417

Oregon

to find more sites to job hunt at in OR check out INALJ Oregon home page:

http://inalj.com/?page_id=56419

[Visiting Distance Education Librarian](#) – Assistant Professor Concordia University Portland, OR

[Adult Services Librarian](#) position Cornelius Library, Oregon/ 11/16

[State Librarian](#) / State Library of Oregon / Salem, OR / Apply by 12/16

Pennsylvania

to find more sites to job hunt at in PA check out INALJ Pennsylvania home page:

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Sponsored

[Bookmobile Operator, Support Staff II / Montgomery County-Norristown Public Library / throughout Montgomery County, PA](#)

Other jobs

[Library Director \(Part Time\)](#) / Wayne Library Alliance – Newfoundland Area Library / Newfoundland, PA

[Library Director \(Part Time\)](#) / Mahanoy City Public Library / Mahanoy City, PA

[Part-Time Faculty – Reference and Instruction Librarian](#) / Bucks County Community College / Bucks County, PA

[Senior Human Factors Researcher](#) / Cerner Corporation / Malvern, PA

[BI Developer, Computing Services](#) / Carnegie Mellon University / Pittsburgh, PA

[Administrative Assistant to the Library](#) / Clarks Summit University / Township of South Abington, PA

[Children Services Library Assistant \(Part Time\)](#) / Barrett Paradise Friendly Library / Cresco, PA

[Product Lead, Publisher Analytics](#) / Clarivate Analytics / Philadelphia, PA

[Access Services Librarian](#) / Carlow University / Pittsburgh, PA

[Adjunct Faculty – Reference Instruction Librarian \(Temporary\)](#) / Harrisburg Area Community College / Harrisburg, PA

Puerto Rico

to find more sites to job hunt at in PR check out INALJ Puerto Rico home page:

http://inalj.com/?page_id=56423

Rhode Island

to find more sites to job hunt at in RI check out INALJ Rhode Island home page:

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South Carolina

to find more sites to job hunt at in SC check out INALJ South Carolina home page:

http://inalj.com/?page_id=56428

Sponsored

[Public Services Librarian](#) / University of South Carolina Upstate / Spartanburg, SC

South Dakota

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Tennessee

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Texas

to find more sites to job hunt at in TX check out INALJ Texas home page:

http://inalj.com/?page_id=56434

Utah

to find more sites to job hunt at in UT check out INALJ Utah home page:

http://inalj.com/?page_id=56436

[Archivist/](#) Moving Image and Sound Digital Archivist/ The University of Utah, Marriott Library / Salt Lake City/ 11/12

Vermont

to find more sites to job hunt at in VT check out INALJ Vermont home page:

http://inalj.com/?page_id=56438

Virginia

to find more sites to job hunt at in VA check out INALJ Virginia home page:

http://inalj.com/?page_id=56440

Washington

to find more sites to job hunt at in WA check out INALJ Washington home page:

http://inalj.com/?page_id=56442

[Faculty Librarian-](#) Western Washington University -Bellingham

West Virginia

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http://inalj.com/?page_id=56444

Wisconsin

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Wyoming

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CANADA**Alberta**

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British Columbia

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Manitoba

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New Brunswick

to find more sites to job hunt at check out INALJ New Brunswick home page:
http://inalj.com/?page_id=5935

[Reference Librarian / Bibliothécaire de référence](#)-NB Public Library Service - Campbellton Centennial Library

Newfoundland & Labrador

to find more sites to job hunt at check out INALJ Newfoundland & Labrador home page:
http://inalj.com/?page_id=5939

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out INALJ NWT, Nunavut & Yukon home page:
http://inalj.com/?page_id=102592

Nova Scotia & PEI

to find more sites to job hunt at check out INALJ Nova Scotia & Prince Edward Island home page:
http://inalj.com/?page_id=5941

Ontario

to find more sites to job hunt at check out INALJ Ontario home page:
http://inalj.com/?page_id=57040

Quebec

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http://inalj.com/?page_id=5945

Saskatchewan

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http://inalj.com/?page_id=5946

UK & Ireland

Ireland

to find more sites to job hunt at check out INALJ Ireland home page:
http://inalj.com/?page_id=7707

UK

to find more sites to job hunt at check out INALJ UK home page:

http://inalj.com/?page_id=77527

International (other countries)

International

to find more sites to job hunt at check out INALJ International home page:

http://inalj.com/?page_id=8008

Sponsored

[Dean - University Library \(103084\) / The American University in Cairo / Cairo, Egypt](#)

Other jobs