

2020 INALJ Jobs

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8.5.2020

Issue 139 (includes all of 137-138)

Sponsored jobs *USA jobs *Canada jobs *International jobs

[INALJ 2020 fundraiser info](#)

SPONSORED JOBS

[Resource Management Librarian](#) / Graceland University / Lamoni, IA

[Library Scientist, Research Associate](#) / Sutter Hill Ventures / Palo Alto, CA

Due to the general uncertainty regarding COVID-19 & employment, please consider checking with employers before applying to be certain their search is still on

USA

USA – Virtual Work - Remote

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

[Oral History Contractor](#), Archives of American Art, Smithsonian Institution, Remote Work

[Paid Archival Intern](#), The Phillips Collection, Washington, DC/Remote Work

[Marketing/Sales Intern](#)/ Scite — Remote (US)

[Lead Software Engineer](#)/ Indiana University/Telecommute or Bloomington, Indiana

Alabama

to find more sites to job hunt at in AL check out [INALJ Alabama home page](#):

Alaska

to find more sites to job hunt at in AK check out [INALJ Alaska home page](#):

Arizona

to find more sites to job hunt at in AZ check out [INALJ Arizona home page](#):

Arkansas

to find more sites to job hunt at in AR check out [INALJ Arkansas home page](#):

[Archives Technician](#), NARA – William J. Clinton Presidential Library- Little Rock, AR
[State Library Deputy Director](#)--Arkansas State Library – Little Rock, AR

California

to find more sites to job hunt at in CA check out [INALJ California home page](#):

Sponsored

[Library Scientist, Research Associate / Sutter Hill Ventures / Palo Alto, CA](#)

Other jobs

[Outreach Librarian](#) / California Braille and Talking Book Library / Sacramento CA
[Resource Sharing Manager](#), CSU Chancellor's Office, THIS IS A LONG -TERM TEMPORARY POSITION WITH BENEFITS. Long Beach CA
[Development Director, Major and Individual Gifts](#)/ San Francisco General Hospital Foundation
[Director of Collection Strategies](#) / UC Santa Barbara
[Collection Strategist Librarian](#)/ University of California, Santa Barbara
[Library Archivist](#)/ The Walt Disney Studios / Burbank

Colorado

to find more sites to job hunt at in CO check out [INALJ Colorado home page](#):

[Dean - Kraemer Family Library](#) / University of Colorado Colorado Springs (UCCS)
[System Administrator](#), Library Technology & Innovation / City of Loveland
[Records Specialist](#), McGeady Becher, Denver, CO

Connecticut

to find more sites to job hunt at in CT check out [INALJ Connecticut home page](#):

[State Librarian](#), Connecticut State Library, Hartford, CT

DC (Washington, DC)

to find more sites to job hunt at in DC check out [INALJ DC home page](#):

[Paid Archival Intern](#), The Phillips Collection, Washington, DC/Remote Work

Delaware

to find more sites to job hunt at in DE check out [INALJ Delaware home page](#):

Florida

to find more sites to job hunt at in FL check out [INALJ Florida home page](#):

[Library Director](#), Homestead Cybrarium/ Library Systems & Services (LS&S)– Homestead, FL
[Instructional Design Librarian](#), Ringling College- Sarasota, FL

Georgia

to find more sites to job hunt at in GA check out [INALJ Georgia home page](#):

Hawaii

to find more sites to job hunt at in HI check out [INALJ Hawaii home page](#):

Idaho

to find more sites to job hunt at in ID check out [INALJ Idaho home page](#):

[Children's Librarian](#) / Buhl Public Library / Buhl ID

Illinois

to find more sites to job hunt at in IL check out [INALJ Illinois home page](#):

[LIBRARIAN III – Youth Services Manager](#) / Lincoln Library, Springfield/ Apply by **8/13 at 11 pm**
[Executive Director](#) (Q: or Foundation Executive)/ HORIZON HEALTH FOUNDATION /Paris, IL
[Analyst, Product Market Intelligence](#), Energy and Sustainability / JLL/ Chicago, IL
[Senior Academic Software Developer](#)--Northwestern University – Evanston, IL

Indiana

to find more sites to job hunt at in IN check out [INALJ Indiana home page](#):

[Lead Software Engineer](#)/ Indiana University/Telecommute or Bloomington, Indiana

Iowa

to find more sites to job hunt at in IA check out [INALJ Iowa home page](#):

Sponsored

[Resource Management Librarian](#) / Graceland University / Lamoni, IA

Other jobs

[Library Director](#)--Council Bluffs Public Library – Council Bluffs, IA

Kansas

to find more sites to job hunt at in KS check out [INALJ Kansas home page](#):

Kentucky

to find more sites to job hunt at in KY check out [INALJ Kentucky home page](#):

[Preservation Archivist](#), Asbury University, Wilmore, KY

Louisiana

to find more sites to job hunt at in LA check out [INALJ Louisiana home page](#):

[Development Director](#)/ Louisiana Bucket Brigade / New Orleans, LA

Maine

to find more sites to job hunt at in ME check out [INALJ Maine home page](#):

[Children's Librarian](#) / Lewiston Public Library

Maryland

to find more sites to job hunt at in MD check out [INALJ Maryland home page](#):

[Librarian I](#) /Anne Arundel County Public Library/Annapolis, MD/apply by **8/21**

[Project for Intern](#): / Start Date: As soon as possible. Fine Rugs of Chevy Chase Bethesda MD/ High Quality, Antique and New Rug Collection needs to be entered into computer database. One person is needed to accomplish the goal of entering data about rugs into a computer system. Expert rug dealer Victor Mashihi and his experienced Staff will dictate facts about the rugs to the Intern who will enter the data. This is a tedious project but the high quality of the rugs makes it a valuable learning experience. High fluency with the English language requested. This is a team environment and lunch is included. Please contact Victor at Cell#: 917- 623- 6308

[Manager of Publications \(term\)](#), Retrospective Index to Music Periodicals (RIPM), Baltimore, MD

Massachusetts

to find more sites to job hunt at in MA check out [INALJ Massachusetts home page](#):

[Director of Strategic Partnerships](#), Saint Joseph Prep, Boston, MA
[Director, Digital Marketing Strategy](#)/Alumni Association (MITAA) at MIT/ Cambridge, MA
[Manager / Sr. Manager, Market Intelligence and Insights](#), Sotatercept/ Accelron Pharma /Cambridge, MA
[Staff Librarian, Young Adult Services](#)/ Lunenburg Public Library
[Assistant Director](#)/ Whitman Public Library (Whitman)
[Library Assistant \(Circulation Dept.\) Part Time](#), Wellesley Free Library (Wellesley)
[Library Technology Specialist](#)/ Cambridge Street Upper School - Cambridge Public Schools
[Youth Services Librarian](#), Storrs Library (Longmeadow)
[Part Time Library Assistant](#)/ Watertown Free Public Library
[Library Assistant](#)/Watertown Free Public Library
[Library Clerk](#)/ Cambridge Public Library
[Library Associate, Youth Services](#) / Cambridge Public Library
[Library Assistant](#)/ Main Library Youth Services Department / Cambridge Public Library
[Assistant Director and Head of Adult Services](#)/ Pollard Memorial Library/ Lowell
[Head of Youth Services](#) / Lucius Beebe Memorial Library/ Wakefield

Michigan

to find more sites to job hunt at in MI check out [INALJ Michigan home page](#):

Minnesota

to find more sites to job hunt at in MN check out [INALJ Minnesota home page](#):

[Library Systems and Discovery Specialist](#) St. Cloud State University (Member of Minnesota State Colleges and Universities system) St. Cloud, MN

Mississippi

to find more sites to job hunt at in MS check out [INALJ Mississippi home page](#):

Missouri

to find more sites to job hunt at in MO check out [INALJ Missouri home page](#):

[Director, Library Services](#)-- Three Rivers College – Poplar Bluff, MO

Montana

to find more sites to job hunt at in MT check out [INALJ Montana home page](#):

[Development Associate](#)/ Arts Missoula

[Paid Archives Intern](#), Butte-Silver Bow County Government, Butte, MT

Nebraska

to find more sites to job hunt at in NE check out [INALJ Nebraska home page](#):

Nevada

to find more sites to job hunt at in NV check out [INALJ Nevada home page](#):

New Hampshire

to find more sites to job hunt at in NH check out [INALJ New Hampshire home page](#):

Effingham Public Library Director/ NH/ JOB SUMMARY: The Library Director is responsible for all aspects of library functions and administration, and maintains a friendly, welcoming atmosphere, serves as chief information resource, community liaison, and assumes a wide variety of duties as assigned by the Board and in accordance with Library policies, state and federal rules and regulations. DUTIES include, but not limited to: accountable for all daily operations, long and short-term planning, policy recommendations and implementation, budget development and control, community development and programming, collection development and maintenance, statistical tracking and reporting, management of staff members and volunteers, professional development, facility management

EDUCATIONAL/PROFESSIONAL REQUIREMENTS: Bachelor's degree (MLS from an ALA accredited program preferred). Three years of progressively responsible administrative experience, (knowledge of public library services, operations, and collections preferred) Successful budgetary planning and fiscal management (demonstrated fundraising and grant writing skills preferred) Program and events planning experience (library programming experience preferred) Understanding of technology and social media (knowledge of applications such as Atrium, Google Docs and website design through Wordpress, and specific to the delivery of library services preferred) Computer skills including word processing and spreadsheets (Microsoft Office and QuickBooks preferred) Excellent oral and written communication skills Successful completion of a background check

POSITION HOURS AND SALARY: Non-exempt/hourly; 30 hours per week; \$16.25/hour

Send resume to: Effingham Public Library, 30 Town House Road, Effingham NH 03882 or

Effinghamlibrary@gmail.com

[PT Archivist \(term\)](#), St. Paul's School, Concord, NH
[Patron Services Assistant \(PT\)](#) / Hooksett Public Library/ Hooksett, NH

New Jersey

to find more sites to job hunt at in NJ check out [INALJ New Jersey home page](#):

New Mexico

to find more sites to job hunt at in NM check out [INALJ New Mexico home page](#):

[Librarian, Sr. Librarian](#)- Los Alamos County – Los Alamos, NM

New York (state)

to find more sites to job hunt at in NY check out [INALJ NY State home page](#):

[Board Clerk PT](#) / Ramapo Catskill Library System / Middletown NY / Apply by **8/14**

[Children's Librarian](#)/ The Suffern Free Library in Suffern, NY

[PT Library Clerk](#)/ Tuxedo Park NY

Reference Librarian PT / Warner Library / Tarrytown NY/ Warner Library is seeking a part-time Reference Librarian for weekdays and occasional weekend hours. The salary is \$23.00 per hour Responsibilities: Answering Reference questions and providing readers' advisory. Assisting patrons with public access computers and printing. Materials selection and weeding. Assist with public programs and outreach. Requirements:Excellent customer service and people skills. Knowledge of the Evergreen system a plus. Bilingual English/Spanish a plus. Potential employees are subject to a background check. The Library is an Equal Opportunity Employer. If interested, please submit resume and references via email only to Maureen Petry, Director, at mpetry@wlsmail.org . Please put LIBRARIAN in the subject area. NY State Librarian Certificate required

NYC

to find more sites to job hunt at in NYC check out [INALJ New York City home page](#):

[Freelance Historian/Archivist \(short-term\)](#), Marsh & McLennan, New York, NY

[Digital Asset Manager](#), Gagosian- New York, NY

North Carolina

to find more sites to job hunt at in NC check out [INALJ North Carolina home page](#):

[Records Management Coordinator](#), Novant Health, Charlotte, NC

[MEDIA CENTER SPECIALIST \(INTERIM\)](#) / Buncombe County Schools / Asheville, NC

[SCHOOL LIBRARY MEDIA COORDINATOR](#) / Wake County Schools / Cary, NC

[MEDIA COORDINATOR](#) / Caldwell County Schools / Lenoir, NC

[Library Assistant I](#) / Jackson County Public Library / Sylva, NC

North Dakota

to find more sites to job hunt at in ND check out [INALJ North Dakota home page](#):

Ohio

to find more sites to job hunt at in OH check out [INALJ Ohio home page](#):

[Records Management Intern \(1 year term\)](#), BWXT Technologies/ Barberton, OH

Oklahoma

to find more sites to job hunt at in OK check out [INALJ Oklahoma home page](#):

[Archivist](#), Choctaw Cultural Center, Durant, OK

Oregon

to find more sites to job hunt at in OR check out [INALJ Oregon home page](#):

Pennsylvania

to find more sites to job hunt at in PA check out [INALJ Pennsylvania home page](#):

[Vice President for University Advancement](#) / La Roche University / Pittsburgh, PA

[Advancement Researcher and Advisor](#)/ HOPE International /Lancaster, PA

[Reference Associate \(Part Time\)](#) / Point Park University / Pittsburgh, PA

[Library Assistant II – Youth Services](#) / Chester County Library / Exton, PA

[Class 1 Library/Multimedia Paraprofessional](#) / Ross and Wharton Elementary Schools / Lancaster, PA /

Apply by **8/7**

[Library Clerk \(Part Time\)](#) / Leechburg Public Library / Leechburg, PA

[Medical Librarian](#) / Drexel University / Philadelphia, PA / Apply by **8/30**

[Anticipated Substitute Librarian – Short Term/Long Term Substitute](#) / Franklin Regional School District /

Franklin, PA / Apply by **8/9**

[Technology Librarian](#) / Drexel University / Philadelphia, PA / Apply by **9/30**

[Reference Librarian](#) / New Castle Public Library / New Castle, PA

[Library Assistant – Part Time](#) / Chester County Library – John W. Jacobs Technology Center / Exton, PA

[Part-time Elementary Library Aide](#) / Kutztown Area School District – elementary schools / Kutztown, PA

Puerto Rico

to find more sites to job hunt at in PR check out [INALJ Puerto Rico home page](#):

Rhode Island

to find more sites to job hunt at in RI check out [INALJ Rhode Island home page](#):

[Public Health and Research Support Librarian](#)/ Brown University/ Providence RI

[Library Manager/Circulation Coordinator/ \(Called Systems Coordinator at PCL\)](#) / Providence, RI

South Carolina

to find more sites to job hunt at in SC check out [INALJ South Carolina home page](#):

South Dakota

to find more sites to job hunt at in SD check out [INALJ South Dakota home page](#):

Tennessee

to find more sites to job hunt at in TN check out [INALJ Tennessee home page](#):

Texas

to find more sites to job hunt at in TX check out [INALJ Texas home page](#):

[Director of Marketing & Membership](#)/ University of North Texas/ Denton TX
[Digital Archivist](#), Dallas Morning News, Dallas, TX

Utah

to find more sites to job hunt at in UT check out [INALJ Utah home page](#):

[Library Media Specialist](#) / South Summit Elementary / Kamas UT

Vermont

to find more sites to job hunt at in VT check out [INALJ Vermont home page](#):

[Director of Collection Development and Acquisitions](#) / The University of Vermont /Burlington

Virginia

to find more sites to job hunt at in VA check out [INALJ Virginia home page](#):

[Assistant Dean of Development](#) / George Mason University- Antonin Scalia Law School /Arlington, VA

[Sunday Library Associate \(Morning\)](#)/ Virginia Commonwealth University /Richmond, VA

[Sunday Library Associate \(Evening\)](#)/ Virginia Commonwealth University /Richmond, VA

[Community Circulation Manager \(Library Assistant III\)](#) Burke VA

Washington

to find more sites to job hunt at in WA check out [INALJ Washington home page](#):

West Virginia

to find more sites to job hunt at in WV check out [INALJ West Virginia home page](#):

Wisconsin

to find more sites to job hunt at in WI check out [INALJ Wisconsin home page](#):

Wyoming

to find more sites to job hunt at in WY check out [INALJ Wyoming home page](#):

CANADA

(all dates in US format, Month/Day)

Alberta

to find more sites to job hunt at check out [INALJ Alberta home page](#):

British Columbia

to find more sites to job hunt at check out [INALJ British Columbia home page](#):

Manitoba

to find more sites to job hunt at check out [INALJ Manitoba home page](#):

New Brunswick

to find more sites to job hunt at check out [INALJ New Brunswick home page](#):

Newfoundland & Labrador

to find more sites to job hunt at check out [INALJ Newfoundland & Labrador home page](#):

Northwest Territories, Nunavut & Yukon

to find more sites to job hunt at check out [INALJ NWT, Nunavut & Yukon home page](#):

Nova Scotia & PEI

to find more sites to job hunt at check out [INALJ Nova Scotia & Prince Edward Island home page](#):

Ontario

to find more sites to job hunt at check out [INALJ Ontario home page](#):

Records Scanning Technician /Mondex Corporation / Toronto, Ontario/ specializes in the recovery of fine art and other assets which were looted during the Second World War. For further information about the work performed worldwide by Mondex, please see our website at www.mondexcorp.com. We are recruiting an experienced Records Scanning Technician for a project-based role. We are a Covid-19 aware workplace. We have protocols in place and require work on site in the office. Term: 7-12 months, with the possibility of extension Full time: 35-40 hours per week The role requires scanning and categorizing materials using established procedures as well as analysis and simple cataloguing of digital photos. The occasional handling of rare and/or fragile materials may be required. Further details will be discussed during the interview portion of the selection process. Required Skills: Experience in Record/Document scanning and various digitization projects, Excellent IT skills, including proficiency in Windows OS, Microsoft Office, Demonstrated ability in the area of data entry, Ability to carefully follow instructions and accurately complete tasks that require meticulous attention to detail, Consistent, prompt on-the-job attendance, Professional demeanor in an office work environment, Strong oral and written communication skills, Strong organizational and time management skills, Handling equipment and materials with appropriate care and security, Ability to occasional lift/move document boxes that can weigh up to 50 lbs, Work for extended periods in a standing position, with the assistance of ergonomic tools such as an adjustable stand-up desk;, Other duties as required Preferred Skills: Experience working with: Adobe Suite, SharePoint, Familiarity with working in additional online media formats (including jpeg, tiff, pdf), Previous experience in digitization projects with an archive or a museum, Ability to seek out and identify appropriate alternative resources online, in order to compile bibliographic research as necessary, Interest in and/or experience with work involving historic artwork, or cultural collections, Fluency or working knowledge of various European languages. Compensation for the project is hourly based and will be commensurate with the successful candidate's skill and experience level. How to Apply: Please e-mail your résumé and cover letter to kg@mondexcorp.com. Please include your remuneration expectations and advise on a possible start date in your e-mail or cover letter. We thank all applicants interested in this position however, only persons selected for an interview will be contacted.

Québec

to find more sites to job hunt at check out [INALJ Québec home page](#):

Saskatchewan

to find more sites to job hunt at check out [INALJ Saskatchewan home page](#):

UK & Ireland

(all dates in US format, Month/Day)

Ireland

to find more sites to job hunt at check out [INALJ Ireland home page](#):

UK

to find more sites to job hunt at check out [INALJ UK home page](#):

International (other countries)

International (all dates in US format, Month/Day)

to find more sites to job hunt at check out [INALJ International home page](#):