Digital Library Federation (DLF)
Council on Library and Information Resources (CLIR)
Administrative Assistant
Part-time - 20 hours a week

This is an opportunity for an individual who is interested in digital libraries and the work of library support organizations.

The part-time position reports to the Digital Library Federation Senior Program Associate and will require working in the CLIR offices, located in Washington, D.C.

Responsibilities include:

- Handles programmatic business administration. Duties include processing reimbursements, invoices, and check requests for program expenses, outside guests, project expenses, and affiliated events.

- Logistics support for the annual DLF Forum and other meetings related to the DLF program. This includes event planning, creating and managing our online registration system, providing customer support, and web site updates, and evaluation of the event.

- DLF Website maintenance and content creation:
  - Updates and maintains DLF community events calendar on diglib.org.
  - Posts job openings on diglib.org.
  - Maintains WordPress upgrades and user accounts
  - Adds new pages and content as needed
  - Posts relevant news/announcements
  - Periodically updates DLF interest group and collaboration pages

- Coordinates DLF Social Media and other communications accounts; administers DLF administrative email accounts, DLF listerv, and DLF communities within CLIR Connect. Requires knowledge of organizational use of social media tools such as Twitter, SlideShare, Zotero, Linkedin, and Vimeo.

- Assists Senior Program Associate, DLF Director, and Communications Director in coordinating on CLIR/DLF announcements and outreach.

- Assists with the Postdoctoral Fellowship Program and other programs as needed.

**Required Qualifications:**
• Excellent computer skills
• Excellent written and verbal communication skills
• Existing knowledge of website management systems (WordPress and Plone preferred) or proven ability to learn quickly.
• Experience with content management systems
• Social Media and/or Communications experience
• Experience with administrative work
• Ability to travel occasionally for conference, meetings, and other DLF events

**Desired Qualifications:**
• Knowledge of HTML, XML, CSS
• Experience/education in libraries, archives, and/or information science.
• Desire to learn about the digital library community
• Experience working on projects with a wide variety of people

To apply, please send a cover letter and resume in one document to work@clir.org, with the subject “DLF Admin Application”.