

PCBL EXECUTIVE SECRETARY JOB DESCRIPTION

Pennsylvania Citizens for Better Libraries (PCBL), a 501(c)3 organization, seeks an Executive Secretary to assist the volunteer executive board. PCBL serves as the parent organization of approximately 120 "Friends of the Library Groups" across Pennsylvania who locally support their home public libraries with much needed fundraising and public relations support. The Executive Secretary will be a contractual position signed between the Board of PCBL and the Executive Secretary. The job description listed below is a list of expected functions. Functions may be changed or added to at any time under the director of the Board of Directors of PCBL or as requested by the Executive Secretary. This position is routinely "part-time" hours as described under the attached Executive Summary Tasks List. This contract is great for a retiree or someone looking for extra income.

1. Provide Support Services, by email and telephone, to the Board of Directors of PCBL as well as the membership friends groups and libraries of PCBL.

Note:

- a. Microsoft Access Software will be provided by PCBL if not already held by the contractor. The Toll Free Telephone number of PCBL is also supplied for the Executive Secretary.
 - b. The Executive Secretary is expected to supply their own computer, printer, and internet connection. General office supplies will be reimbursed upon handing in of receipts.
2. Coordinate with PCBL affiliates and PCBL's accountant on the yearly filing of 990 and other IRS reports.
 3. Provide information and reports as requested by the PCBL Board and others.
 4. Attend all meetings called by PCBL and facilitate the work of all PCBL committees.
 5. Assist with editing and publication of all brochures, mailings, and other official publications of PCBL.
 6. Assist in updating the PCBL website and Facebook pages.
 7. Handle other duties as assigned to maintain PCBL as a working advocacy association.
 8. PCBL shall provide direction and counsel to the Executive Secretary as requested or as needed.
 9. Contract Salary is determined and approved in the yearly budget completed by the PCBL Board of Directors.

Yearly Contract Payment: \$5,000 (Paid Quarterly)

To apply: Return cover letter and resume to Brandt Ensor, Chair of Executive Secretary search committee by email at brandte@adamslibrary.org. Questions can also be forwarded to that email address.