

**Administrative Assistant  
Ela Area Public Library District**

The Ela Area Public Library District, located in the northwest suburbs of Chicago in the community of Lake Zurich, seeks a collaborative, detail-oriented Administrative Assistant with excellent organizational skills to join our team! The ideal candidate is a lifelong learner interested in acquiring new technology skills with the ability to handle sensitive Library matters.

**Primary Position Responsibilities:**

- In consultation with Executive Director, draft board agendas
- Prepare copies of board meeting materials; assemble, copy, prepare and distribute electronic and hard copy board packets
- Attend and prepare minutes for monthly Board meetings
- Oversee records retention
- Manage office supplies
- Assist with administrative correspondence and communications as needed
- General filing and document management duties
- Maintain the postage meter

**Required Qualifications:**

Education: High School diploma; some business courses preferred

Experience: General office experience (minimum 1 year)

Knowledge of general office administration, Adobe Acrobat DC, Microsoft Office applications (Word, Excel, Outlook) and web-based searching applications

**Position Hours:** 20 hours per week with the availability to work one evening per month to attend Board Meetings

**Salary:** \$21.32 per hour. Benefits include vacation, sick, personal time and participation in IMRF.

If you are interested in joining the Ela Area Public Library District and meet the job requirements described above, please email your cover letter and resume to our Human Resources Department at [apply@eapl.org](mailto:apply@eapl.org).

\* The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.