Executive Assistant and Liaison to the BLC Communities

The Boston Library Consortium is seeking an Executive Assistant and Liaison to the BLC Communities to coordinate the programming and activities of the BLC Communities and provide administrative support to the Executive Director.

You should apply if…

- You love creating the conditions that foster deeper modes of collaboration
- You are excited by the challenge of building deeply intentional processes in the many big and little decisions across a diverse group of member libraries
- You find joy in building spaces of trust, connection, and shared growth

Responsibilities

This role’s key responsibilities will be cultivating an environment that promotes successful collaboration within and across the BLC Communities and supporting the Executive Director in executing the BLC’s strategic priorities. In this role, you will…

- Engage and sustain the BLC Communities to promote expertise sharing across the member libraries and advance the BLC’s strategic priorities through collaborative projects, initiatives, and programs
- Lead the planning and execution of virtual, in-person, and hybrid meetings and events for the BLC Communities
- Coordinate with the Program Officer to ensure a complementary portfolio of professional development offerings that anticipates member needs and supports opportunities emerging from the BLC Communities
- Administer the online collaborative workspaces and maintain all records, files, communications for each of the BLC Communities
- Manage the Executive Director’s calendar, including scheduling and coordinating meetings and travel
- Assist in the preparation of meeting agendas, documentation, reports and presentations, and produce minutes for various internal and external meetings, including all governance meetings of the board of directors and committees
- Develop effective internal and external messaging and promotion of the BLC’s strategic initiatives and programs via the website and social media
- Perform other related duties and participate in special projects and events as assigned

Preferred Start Date
June 1, 2021
Requirements
- A track record of organizing collaborative workspaces and administrative support
- Empathetic communicator with high emotional intelligence
- Adaptability, with demonstrated experience successfully coordinating both long-term projects and immediate term, emerging day-to-day challenges
- Reputation as a highly trusted member of community spaces you’ve previously been in
- Strong judgement to think critically about everything we are doing and ensure that the BLC’s values are infused across all work
- Knowledge of Google Workplace and basic website development
- Residence in the New England region, preferably Massachusetts or New Hampshire, and ability to travel frequently to the member libraries

Qualifications
- Undergraduate degree, plus at least two years’ related work experience

The BLC recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants presenting other qualifications or experience equivalent to those required will be considered and are encouraged to apply.

Compensation
This is a full-time, exempt position with a salary range between $40,000 - $45,000. Benefits include:

- Reimbursement for healthcare, dental, and vision insurance premiums
- 403b retirement account
- Professional development funds
- 22 days paid vacation, plus 11 paid holidays and 12 days sick leave
- Flexible work schedule – occasional night/weekend hours may be required
- Fully remote work during the COVID-19 pandemic, with work-from-home and regular travel within the New England region post-pandemic

Application Process
- Within two weeks of the application submission, you will be notified if you have been invited for an initial video interview
- Within two weeks of completing the video interview, you will be notified if you have proceeded to the final round of interviews
- Any offer of employment is contingent upon a review of a background check. Adverse results of a background check do not necessarily preclude an applicant from employment with the BLC

Apply online at blc.org/careers
About the Boston Library Consortium

Founded in 1970, the Boston Library Consortium focuses on resource sharing, professional development, collaboration and advocacy among 19 public and private universities, liberal arts colleges, special research libraries, and one state library in Massachusetts, Connecticut, Rhode Island, and New Hampshire.

In addition to the BLC's commitment to providing high-quality and cost-effective sharing of print and digital content, the consortium serves as a forum for a wide range of library practice areas and an incubator for projects and initiatives relevant to academic and research libraries across New England.

The BLC is an equal opportunity/affirmative action employer and welcomes applicants from diverse backgrounds. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.
Executive Assistant and Liaison to the BLC Communities
Application Form

Thank you for your interest in working with the Boston Library Consortium. Please fill out the application below. If you have any questions, please email admin@blc.org. Out of respect for our small team and capacity, please refrain from calls about this hiring process.

Applications will be reviewed on a rolling basis. All applicants will receive a response within two weeks of submission.

Full Name:

E-mail:

Phone Number:

Briefly describe how your experience or expertise relates to the position of Executive Assistant and Liaison to the BLC Communities. Please highlight any experience you have in administrative support, program development, and building spaces of collaboration and trust.
Up to 150 words

Share an example of a program that you’ve led or supported—what were the goals, what was your strategy, how did you engage others, and what were the results?
Up to 150 words

Optional: Please list any links relevant to the example shared above.

Optional: Please upload any files relevant to the example shared above.

Make a bulleted list of important values or principles that guide you and your work. What is most important to how you treat others? …in how they treat you? …in a work environment?
Up to 150 words

Share an example of a time when you needed to manage multiple people—staff, contractors, volunteers, partners, etc.—either in a team or to complete a collaborative project. How did you get everyone aligned around a common goal? How did you communicate and ensure deadlines were met along the way?
Up to 150 words

Upload: Resume/CV

Optional: Is there anything else we should know about you or your application?