



## **Job Opening at the Fox River Valley Public Library District: Dundee Library**

### **Library Assistant – Bilingual – Adult & Teen Services**

**Hours:** 20 hours per week – includes daytime, evening, and weekend shifts

**Hourly Rate:** \$19.00

Do you love hands-on learning and instruction in both English and Spanish? Enjoy reading and talking about books? Got ideas for creative and exciting library programs? Then you'll be a perfect fit as our Bilingual Assistant.

Job requirements include:

- Purchases and collects all adult Spanish materials
- Knowledgeable of emerging technologies and trends
- Organized personality that's comfortable leading group activities
- Excellent customer service and computer skills
- Fluent in both reading and writing in Spanish

Educational requirement: Bachelor's degree or two years public library experience

Current benefits include:

- Health, dental, life insurance
- Paid vacation, sick, personal, holidays off
- IMRF defined-benefit pension

To apply for any open position: Please send resume, cover letter, and completed application via e-mail to Human Resources, [HR@frvpld.info](mailto:HR@frvpld.info) with the job title in the subject line.