

Bilingual Administrative Assistant – Literacy Services

City of Fond du Lac Public Library

The City of Fond du Lac is accepting applications for the position of Bilingual Administrative Assistant for Fond du Lac Literacy Services, located at the Public Library. This part-time position reports directly to the Literacy Coordinator and performs a variety of high-level administrative duties including bookkeeping, communications, event/campaign planning, and translating as required. Applicant must be self-directed to complete routine procedures on-time.

Responsibilities: prepare and distribute testing and training materials; create reports using Excel and other databases; make accounting entries in bookkeeping software for donations received; work with suppliers for fundraising events and activities; schedule appointments; call and email students, tutors, volunteers, donors, board members; make database entries, interpret oral conversations as well as translate reading materials, documents, and forms.

 Successful applicant should be able to exercise discretion, maintain confidentiality, and work with a high degree of independence and responsibility.

Qualifications: High school diploma or equivalent; speak two or more languages (English and Spanish preferred); ability to to carry out job duties and tasks without close supervision; knowledge of general office procedures; strong oral and written communication and interpersonal skills; strong organizational and time management skills; ability to work cooperatively and effectively with staff, clients, and volunteers; comfortable using computers and learning software applications and databases (Word, Excel,Google Apps); type with reasonable speed; accurate with numbers and data, be a strong team player; ability to function well under pressure; willing to support the mission of Fond du Lac Adult Literacy Services, Inc.

This position averages 12 hours per week. Starting salary is $17.63. Application deadline is Friday, October 8, 2021 at 4:00 p.m.

Qualified candidates are asked to submit an application and resume detailing their qualifications. Apply at [www.fdl.wi.gov](http://www.fdl.wi.gov), click on “Jobs.” Or contact City Human Resources at (920) 322-3624.

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