Book Operations Program Assistant
Reports to: Manager of Philanthropy - Book Sales
Hours: 15 – 20/week Monday-Thursday 9 a.m.- 2 p.m.
Compensation: $15/ hour

The Denver Public Library Friends Foundation (DPLFF) is committed to diversity amongst staff, volunteers and board members. We recognize that an inclusive and diverse work environment respects the unique characteristics, skills and experiences of all employees.

The Used Book Program at DPLFF receives book and media donations from the community and the Denver Public Library collection. We resell our books online, in our Red Chair Bookshop at Central Library, at an auction house and more.

The Program Assistant works in our basement warehouse space at Central Library. Primary responsibilities will include meeting book donors and unloading their cars in our docks area, moving large pallets of books with a pallet mover and packaging sold books each day. Persons interested in this position must be able to easily lift up to 50 lbs. and be willing and able to maneuver a pallet mover, which moves up to 4,000 lbs. This role is an important part of a social enterprise dedicated to the Denver Public Library.

Daily Duties:

- Receive book donations from the dock and move boxes to the sorting space
- Move boxes using a pallet mover in and between the warehouse space and the loading dock
- Restock supplies at shipping table and sorting table
- Pack and send online sales orders
- Upload books online for sale using a set of criteria for condition evaluation
- Sort books by condition and category

General Duties:

- Warehouse cleaning and organizing
- Assisting volunteers and jumping in as needed
- Other duties as assigned

Skills Required:

- Must be able to lift up to 50 lbs. multiple times a day
- Must be able to stand or sit for 30 minutes or more at a time
- Must be able to use Microsoft Office products with ease
- Have experience with data entry or a willingness to learn
- Have excellent attention to detail
- Have experience working in a warehouse, retail store or library
- Must be able to troubleshoot technological needs as they arise
- Have excellent customer service skills
- Must be at ease in busy, fast-paced environments
Education:

- High School Diploma or G.E.D

How to Apply:

Send a one-page resume, a letter of interest, and three references to Andrea Hamilton, Book Sales Manager at ahamilton@denverlibrary.org.

Organization Overview:

The Denver Public Library Friends Foundation is the supporting foundation for Denver Public Library. Denver Public Library’s mission is to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community. The Library has over 4 million in-person visits annually, making it the most visited cultural attraction in Denver. The mission of the Denver Public Library Friends Foundation (Foundation) is to enrich our community by building support and raising money to enhance the Library’s programs and services. Key Foundation activities include: fundraising, membership, book sales, events, endowment management and distribution, and advocacy. The Foundation is a 501(c)(3) organization which traces its roots to 1940.