

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | www.armenianchurch.us

Assistant to the Director of the Krikor & Clara Zohrab Information Center

Job Description for the Position

- 1) Staff the Center during open hours (9-5), welcoming any visitors and assisting with visitor's requests (use of computers, finding books, general research). When the Director is out of the office, unlock and lock the door at the beginning and end of the day.
- 2) Assist with Public Relations: maintaining the Zohrab Information Center website (zohrabcenter.org), creating flyers for events, sending out emails. Familiarity with WordPress and MailChimp preferred, as these are the platforms used at the Zohrab Center.
- 3) Assist with scheduling and coordinating events: internal Diocesan scheduling as well as communication with partners and speakers.
- 4) Assist with Zohrab Information Center Enrichment Evenings (usually held Thursdays 6-9, once or twice a month): help prepare food and platters, set up room, direct guests, film speakers, and generally help make sure the evenings go smoothly.
- 5) Ebay: monitor and keep up-to-date sales of duplicate books on Ebay. Prepare packages for shipping and take them to the post office.
- 6) Zohrab Information Center book collection cataloging: help the Director to catalogue the extensive collection of books and other material housed at the Zohrab Information Center. This will include data entry with the koha library system and use of the Library of Congress classification system. Previous library science experience a plus, but not required.
- 7) Periodical collection and organization: the Zohrab Information Center has a large collection of Armenian periodicals. The Assistant to the Director will help maintain this collection, while also working with the Director to continue the collection of new issues of periodicals and continue the development of an organized system for housing the periodical collection.
- 8) Occasional special research projects: help find material for library patrons, visiting researchers, and the Director. Support Diocesan staff and others with research needs. Depending on time and desire, there is a possibility for the Assistant to the Director to work on small research projects that could appear in VEMKAR or other Diocesan platforms.

Required Qualifications: Strong computer literacy; English and Armenian language proficiency; strong sense of hospitality; organizational skills.

Desired Skills: Working knowledge of WordPress and Mailchimp; data entry or library science knowledge; knowledge of at least one of the following languages: Arabic, Russian, Turkish, or French.

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