

Library Assistant – Technical Services, Nevins Memorial Library

The Nevins Library is seeking to fill a part-time Library Assistant position beginning in October 2026. The Nevins Library is a private non-profit organization that serves as the public library for the City of Methuen, a diverse community of over 53,000. The library is seeking a motivated, enthusiastic, detail-oriented, compassionate team player who will provide technical services for the library, primarily cataloging and processing materials for circulation. This position works closely with all library departments to ensure the expeditious flow of new and existing materials on to the library shelves for the public. This position reports to the Head of Technical Services.

Qualifications

- A minimum of 2 years in a detail-oriented setting, previous library experience preferred
- Flexible, self-motivated individual with computer experience
- Strong team player and problem-solver
- Ability to work within the framework of Library policies and practices to provide excellent customer service
- All Nevins Library employees must pass a background check
- Understands and respects people of all ages, cultures, and backgrounds
- Ability to communicate in any language in addition to English a plus

Hours: Part-time, 20 hours per week. Flexible hours

Minimum Education: High School diploma or equivalent

Salary: \$19-\$21 per hour

Benefits: Paid Time Off and Holidays, Health, Dental, Vision and Life Insurance Options. Employees of the Nevins Library are not eligible for participation in the MA State Retirement System, but do contribute to Social Security and may participate in a 403b employer match retirement savings plan.

How to Apply: Please email a cover letter and resume (preferably in one file) to Sarah Sullivan, Director Nevins Library at ssullivan@nevinslibrary.org OR drop off to 305 Broadway, Methuen, MA 01844 Attn. Sarah Sullivan

Closing Date: September 4, 2026 **Position Start Date:** October 2026

The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.