

The Milwaukee Public Library seeks to contract services for the following year-round position:

Administrative Assistant, full-time - Ready to Read Program

About Ready to Read:

The Ready to Read (RTR) program offers an array of services designed to support early childhood educators, parents, and young children. RTR coordinates two in-library programs: continuing education workshops for early childhood educators, and Play and Learn programs, which provide literacy skill-building imaginative play opportunities for families with young children. In addition, RTR has staff who visit child care centers throughout Milwaukee to provide practice-based coaching services.

About the Position:

The Milwaukee Public Library is seeking a capable and qualified office assistant to carry out a variety of administrative duties for the Ready to Ready early literacy program and the staff and services associated with the program.

This position will be contracted through a local employment agency. This is not a city of Milwaukee position.

To find out more or to apply for this position, follow this link on [Indeed](#)