

***Dominy Memorial Library
Program & Outreach Coordinator***

The program & outreach coordinator is responsible for the creation and implementation of programs for all ages and the establishment and continuation of community outreach opportunities in coordination with the library director.

Examples of Duties:

- Creates, plans, implements, and leads programming for all ages birth through adult
- Seeks out, establishes, and leads outreach opportunities within our community
- Acts as a liaison by establishing and maintaining positive working relations with community members and organizations
- Advocates for and promotes the library and its services
- Effectively collaborates with the library director and other applicable people on all programming & outreach aspects; provides requested records and information to the director
- Prepares and distributes all publicity or promotional materials for the library in relation to programming and outreach, including but not limited to posters, calendar of events, press releases, and social media and website posts
- Assists the summer reading coordinator with the preparation and execution of summer reading programming (as needed)

Specific Job Tasks:

- In addition to ongoing programs, comes up with ideas for programming for all ages, alternating type, age range, and time frame to hit a wide variety of patrons in coordination with the library director (approximately 1-2 events each month in addition to recurring programs)
- Books/schedules presenters, secures materials, and plans for programs in coordination with other library and community events
- Creates the monthly calendar of events to be distributed on Facebook, our website, and in the library
- Creates applicable eye-appealing promotional materials to be distributed on social media, our website, in the library, and around town (as applicable)
- Informs staff of upcoming events & procedures, making sure all applicable parties are kept informed; provides applicable materials (ex: sign-up sheets) and directions to staff
- Plans, sets up, executes, and cleans up from all library programs (and/or delegates as applicable)
- Takes pictures/videos of events for historical and publicity purposes
- Reports on program attendance and overall effectiveness of program to the library director

Knowledge, Skills, & Abilities

- Ability to represent and advocate for the library in a positive manner
- Ability to communicate effectively, both written and orally (position will involve public speaking and coordinating people at events)
- Ability to take initiative and use good judgement in making decisions and referring questions; ability to remain calm in difficult situations

- Ability to deal courteously and diplomatically with patrons and colleagues—this position will require developing relationships with community members/organizations and patrons, as well as working closely with the library director and other staff
- Ability to work with frequent interruptions or manage large groups of people
- Proficient knowledge of computers, technology, & graphic design
- Attention to detail and the ability to effectively plan and execute events, prioritize work, meet established deadlines, and follow tasks to completion

Qualifications: Background in a related field (education, social services, event planning, etc.) or relevant experiences and education, high school diploma or equivalent

Hours: Part time, approx. 5/week (flexible), will include some evenings & weekends

Pay: \$13/hour DOQ Benefits: none

If interested, please submit an application to the front counter or to dominylibrary@yahoo.com,
Attn: Amanda Todd.