



Part-Time Programming Coordinator, Clinton Community Library

The Clinton Community Library has an immediate opening for a creative, energetic, and detail-oriented individual to join its team as a Programming Coordinator. The Programming Coordinator prepares, promotes, and implements events and programs for our community. This part-time position (24-30 hours per week) will require some Saturdays and occasional evenings. Hourly rate: \$15.50-\$17.50 depending on experience.

The successful candidate will oversee all aspects of programs for adults, teens, and elementary-aged children in order to encourage lifelong library use. The Programming Coordinator also supports marketing and public relations outreach, with primary responsibility for updating the library's website/events calendar and maintaining the library's social media presence.

Essential Duties and Responsibilities:

- Develops, prepares, promotes, and implements programs and special events for adults and youth (grades K-12).
- Sets up program space, runs programs, and assists presenters as needed.
- Coordinates Summer Reading Program.
- Manages programming budget, contracts, invoices, receipts.
- Compiles statistics and provides program summary and evaluation reports as requested.
- Maintains library website and events calendar as well as the library's social media presence.
- Manages online public information calendars and writes and distributes press releases and event alerts.
- Sends weekly e-newsletter and event-specific email blasts.
- Assists with circulation and other library functions as needed.

Minimum Qualifications:

- Associate's Degree.
- 2+ years of relevant experience including planning, promoting, and presenting programs & events.
- Equivalent combination of education, training, and work experience that will provide the required knowledge and skills is also acceptable.

Schedule:

- Part-time, 24-30 hours/week. Typical weekly schedule is Mon, Tue, Thu, Fri 11:00 AM-5:00 PM, but there is flexibility; some Saturdays 9 AM-1 PM; occasional evening hours as necessary for programming needs.

Required Skills:

- Ability to communicate clearly and regularly with director and staff regarding planning and programs.
- Strong organizational and writing skills.
- High level of comfort with computers and technology and willingness to learn new skills.
- Fluency in use of Microsoft Office Suite & Google Docs, and experience using WordPress, Overdrive/Libby, Hoopla
- Ability to perform with minimal supervision, establish and maintain priorities, meet deadlines, exercise initiative, and make independent decisions.
- Enthusiastic about working with the public and providing exceptional customer service.

Physical Requirements:

The job requires the employee to stand, sit, twist/turn, hear, listen, see, and speak clearly; frequently stoop/bend and walk. The job also requires the employee to occasionally lift and carry up to 30 lbs.

Please send a cover letter and resume to Carol Bancroft at clinton.director@gmail.com