

Goodwin Library Farmington, NH | JOB DESCRIPTIONS

Position: Library Program Coordinator (15 hrs/Part-time)

Brief Description For Posting

The Goodwin Library Board of Trustees is seeking a Library Program Coordinator who will plan and implement the programs for adult and teen patrons of the Library under the supervision of the Library Director. The Board seeks applications from individuals who are customer-service oriented and thorough. The Coordinator will be expected to greet patrons and interact in a way that is friendly and inviting. Must be comfortable around groups of people. Events must be well organized beforehand. Successful applicants must have knowledge and experience using social media, Microsoft Word and Publisher, and Google calendar. Previous experience with organizing events and collaborating with community organizations is preferred. Other Library responsibilities will also be required of the person in this position. Part time position, salary commensurate with experience.

Send cover letter and resume to:

Library Director Joyce R. White, Goodwin Library, 422 Main Street, Farmington NH 03835. You may also email your cover letter and resume to jwhite@goodwinlibrary.org.

Position is open until filled.

Job Description

General Responsibilities

The Coordinator is responsible for creating and managing the annual calendar of programs for adult/teen patrons. The Program Coordinator works cooperatively with the Director and staff and within the community to further the Library's mission to provide free and open access to programs and services that meet educational and recreational needs. The Coordinator will also assist in the regular operations of the Library as needed.

Major Duties and Responsibilities

Management

- Coordinate program facilitators and presenters. Communicate this information to pertinent parties
- Facilitate ongoing adult/teen programs

Planning and Scheduling

- Knowledge of planning and coordination strategies to develop and coordinate current and prospective programs
- Can effectively organize and schedule an annual calendar of events
- Develops quality new programs that support the Library's Mission and Community needs within a limited budget

Evaluation

- Collects data and conducts evaluations of programs to best fit the needs of the community

Community and Collaboration

- Ability to collaborate with related organizations to share and schedule space and resources

Marketing

- Uses online tools such as Facebook, Instagram, etc. to promote the programs
- Produce flyers, posters, postcards, signage, and press releases for programs

Education, Skills, and Experience**Education**

- Associates degree in a related field (project management, business, marketing, communications, etc.) or equivalent experience
- Knowledge and experience in social media and marketing and the ability to research changes and trends in these areas

Experience

- Prior library, adult programming, or community outreach experience
- Managing social media accounts and pages
- Skilled using Microsoft Word and Publisher and Google calendar

Personal Skills

- Strong written and verbal communication skills
- A positive and collaborative workplace philosophy that is both cooperative and inclusive
- Establishes a warm, friendly, and safe atmosphere that welcomes diversity in all ways
- Sense of humor combined with strong professional ethics
- Strong emphasis on customer service
- Able to supervise groups of people comfortably
- Friendly outreach to local organizations via phone calls

Disclaimers

- Performs other related duties as assigned or required by the Director.

Salary and Benefits

- Part time salary (15 hours/week), range \$14-\$16 depending on experience

Schedule

Hours currently include, but are subject to change: Tuesday 2-7, Thursday 2-7, and Friday 10-3 **OR** Saturday 9-2.