

Programming Coordinator

Position Description

The Programming Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs for patrons at all library locations. This position is a full-time salaried position to be divided between the six locations in Pike County. This position by its nature will include evening and weekend work. The changing nature of this job may mean that this description may be amended at any time.

Supervision

The Programming Coordinator is under the supervision of the Head Librarian and supervises co-librarians and part-time personnel.

Essential Duties

- Create and implement a regular schedule of programs and events for each library location
- Research, make contact and negotiate with potential program presenters
- Lead several programs each month, including obtaining and preparing all necessary materials.
- Supervise set up and cleanup program space and assist presenters
- Prepare in-house publicity and upload events onto social media accounts.
- Evaluate programs by keeping a record of attendance and providing a monthly statistical report to the Head Librarian.
- Maintain programming budget, keeping a record of all expenditures, including contracts, and receipts.
- Seek grants and other sources of funding for programs.
- Speak to community groups as requested.
- Attend continuing education programs.
- Maintain currency of knowledge of library and programming trends.
- Ability to lift up to 50 pounds and handle books and materials.
- Additional duties as required.

Required Knowledge, Skills and Abilities

This person must be able to:

- Independently plan, organize and coordinate work at various library locations.
- Establish and maintain a positive working relationship with a diverse community of customers and library staff.
- Communicate effectively in both oral and written form with customers and staff and have excellent public speaking abilities.
- Engage community partners, customers and staff in the promotion of library programs.

- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night and weekend hours.
- Learn and adapt to new and changing technologies.
- Have a working knowledge of Microsoft Office products, Microsoft Windows, and Internet navigation
- Employ basic math skills, including statistics and budgeting.

Minimum Experience, Education, and Training

- College degree required.
- Library, programming, supervisory, experience preferred.
- Public service experience required.
- Successfully pass a background and drug investigation.

Full-time Programming Coordinator

Pike County Public Library District

Status: Full-time

The Pike County Public Library District is accepting applications for an exciting opportunity to work as a programming coordinator.

Qualifications:

- Master's Degree in Library Science Awarded by ALA accredited institution preferred but will consider related work experience.
- Two (2) or more years of professional librarian experience or related field
- Direct supervisory experience
- Working knowledge of Microsoft OS and Office Suite software
- Ability to Travel Between Six Locations
- Ability to handle to 50 pounds books and library related materials.

This full time position includes health, retirement, vacation & sick leave plans. Salary commensurate with experience. Full job description available at www.informationplace.org. To Apply: Send resume & salary requirements to: jobs@pikelibrary.org.

Accepting applications through April 15th, 2019.