

PURCHASE FREE LIBRARY – PROGRAM COORDINATOR AND DEVELOPMENT LIAISON

Part-Time

GENERAL STATEMENT OF DUTIES: This is a part-time position with duties performed in combination with the Library Clerk position. A schedule of hours will be developed based on the approved annual program plan.

DISTINGUISHING FEATURES OF THE POSITION: Under general supervision of the Board, or the Director of Development, this position is responsible for the coordination of various special programs, including fund-raising campaigns. The incumbent will be knowledgeable about services and programs offered by the municipality and develop an understanding of community needs. Does related work as required.

RESPONSIBILITIES:

- Provide an annual program plan for the following year for approval of the September Board meeting.
- Coordinate and manage special programs and events for the Purchase Free Library community according to approved plan and any approved amendments to the plan;
- Assess program effectiveness and recommend increased or additional service needs.
- Work with the Library Administrator to promote programs and distribute informational material to residents to inform the community of upcoming programs or special events:
- Work with the Board, or the Director of Development, to plan and manage the Library's annual fund raising campaign including creating a schedule for developing, producing and managing the campaign and implementing the plan according to that schedule.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the community resources and community needs, ability to communicate effectively, both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work with diverse groups; ability to speak effectively before groups; ability to establish and maintain effective relationships with a wide variety of people; knowledge of social media.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from High School or possession of a high school equivalency diploma. Satisfactory completion of 30 college credits.

SALARY: \$18 per hour

Interested individuals should send a cover letter and resume to mhmlp@aol.com. In the subject line, include the heading: Purchase Free Library – Program Coordinator.

The Purchase Free Library is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Purchase Free Library shall be afforded equal employment opportunity in initial employment and consideration for advancement.