

Programming Coordinator Assistant

Position Description

The Programming Coordinator Assistant is responsible for assisting the Programming Coordinator with the planning, marketing, conducting, and facilitating programs for patrons at all six library locations and community events. This position is a full-time position to be divided between the six library locations in Pike County. This position by its nature will include evening and weekend work.

Supervision

The Programming Coordinator Assistant is under the supervision of the Programming Coordinator and Head Librarian.

Essential Duties

- Helps 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 Programming.
- Helps maintain programming budget, keeping a record of all expenditures, including contracts, and receipts.
- Helps seek grants and other sources of funding for programs.
- Speak to community groups as requested.
- Attends 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 programs 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.
- Assists in Maintaining Library Operations

- Utilize Microsoft Office products, Microsoft Windows, and Internet Navigation

Minimum Experience, Education, and Training

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