

Job title: *Programming and Outreach Coordinator (temporary)*

Date approved: April 9, 2019

Reports to: *Chief Librarian*

Last date reviewed: September 18, 2018

Job purpose

Primary: The Programming and Outreach Coordinator is responsible for researching, developing, promoting and delivering adult programming services to the community. This position by its nature will include some evening and weekend work and requires strong computer skills.

Hours of work and wages

Mon 9-1pm, Tues 1-6pm, Thurs 12-6pm, Saturdays 11-5pm
(21 hours per week)

Pay: 23.18 / hr

Examples of duties and responsibilities

- Plan, develop and implement outcome-based programs and events for adults ensuring a balance of interests for meeting diverse adult needs
- Develop and maintain publicity (online event calendars, library website, articles, posters etc.) for adult programs
- Develop strong networking partnerships with the community and serve as designated liaison to local organizations
- Assess programs by keeping a record of attendance and providing a monthly statistical report to Chief Librarian
- Carry out job functions with flexibility, creativity and initiative
- Other duties as assigned

Qualifications

- College diploma in relevant area, or a combination of education and experience
- Two years of related experience in a similar public service setting
- Library experience an asset

Required skills

Expertise in preparing professional and effective promotional materials
Proven strong digital literacy and marketing skills
Compelling presentation and public speaking skills
Advanced interpersonal and communication abilities
Detail-oriented with excellent organizational skills
Ability to communicate effectively and work harmoniously with all staff
Ability to work under pressure
Dedication to providing excellent customer service to the community
Learning mindset.

Union Certification Employees of the Sechelt Public Library are required to join C.U.P.E. Local 391. The Collective Agreement specifies terms of employment, including wages and benefits.
Under the agreement with C.U.P.E., employment opportunities are offered internally first.

DEADLINE: If interested, please reply in writing to Shelley Archibald, Chief Librarian at shelley.archibald@secheltlibrary.ca or at the address below by Tuesday, April 16, 2019 by 4:00pm.

Sechelt Public Library
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