



Adult Program Coordinator

Basic Qualifications

Bachelor's degree at the minimum required.

Master's degree in Library Science from an ALA-accredited school preferred.

At least two years experience in planning and leading creative educational programs for adults and/or youth preferred.

At least one year experience in public library adult and/or youth services preferred.

Nature of Responsibility

Under the supervision of the Library Director, this role is responsible for the development, delivery, and coordination of adult programming in alignment with CPL's strategies. This employee is a key member of the supervisory team, which involves regular library coverage and the ability to prioritize tasks. This work requires professional skill, enthusiasm, initiative, creativity, assertive communication, teamwork, technology skills, and independent judgment.

Duties and Responsibilities

- Programming
 - Research, develop, plan, implement, and evaluate programs for a diverse adult and intergenerational audience that advance the libraries' strategic goals.
 - Seek opportunities for partnerships within community organizations, government, and businesses.
 - Seek grant funding opportunities for adult programming.
- Library Duties
 - Research, advise, and promote awareness of emerging technologies to improve patron experiences, library services, and programming.
 - Instruct patrons in the use of technology. This includes providing regularly scheduled open computer help or technology classes.
 - Participate as required in the preparation of the annual budget and grant applications.
 - Take lead roles on library planning committees and attend library meetings.
 - Compile statistics and prepare reports.
 - Research best practices in programming policies and assist in interpreting general library policies and procedures.
 - Monitor the behavior and conduct of library patrons.
 - Provide regular public service and circulation desk assistance.
- Marketing
 - Market adult programs through advertising, social media, and community networking.
 - Update adult events, blog, and other aspects of the library website.
 - Prepare adult programming marketing materials, brochures, booklists, displays, etc.
 - Assist with the creation of a strategic marketing plan and content calendar.
 - Create content as needed.

- Guide marketing efforts of support staff.
- Leadership & Teamwork
 - Supervise library operations and support staff on assigned evenings and weekends.
 - Assist in the creation and implementation of staff training in core competencies for programming, outreach, technical skills, marketing, and other areas as needed.
 - Work collaboratively with other library staff, community partners, and volunteers.
- Professional Responsibilities
 - Participate in continuing education, professional associations, statewide committees, and activities.
 - Stay informed about current trends and developments that affect libraries and the broader community.
- Other
 - Other reasonable duties as required.
 - Work one regularly scheduled weekend per month and one evening per week.

Abilities, Skills and Knowledge

General Library Skills: Considerable knowledge of the professional practices, procedures and techniques of library science; considerable ability to interpret library resources and services to the public and community in general; considerable knowledge of adult books and materials; considerable skill in conducting a reference interview and selecting appropriate resources considerable knowledge of and ability to use reference tools; considerable customer service and user experience skills; and ability to access electronic information resources.

Programming Skills: Considerable knowledge and skill in technology; considerable skill in assisting patrons with technology learning and use; considerable ability to develop and coordinate programs and marketing.

Leadership and Planning Skills: Considerable skill in leadership, supervision, planning, organization, and teamwork; considerable ability to communicate effectively orally and in writing; considerable ability to maintain discipline; considerable ability to establish and maintain effective working relationships with others.

Starting pay: \$41,000 - \$45,000 per year, depending on experience

To apply, please send a cover letter and resume to Director Jennifer Robertson at jrobertson@carbondalelibrary.org

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