

Position: Program Coordinator

Responsibilities:

- Assist director (and other staff) in planning and implementation of child, teen and adult programming
- Maintain and update website
- Maintain and create social media presence (Facebook, et. al)
- Photograph events and create captions/summaries for various media
- Write weekly articles for the newspaper and website
- Design quality flyers and graphics for print and online use
- Develop and maintain displays to promote library events and services
- Community involvement and outreach
- Assist with various library duties as needed (patron services, shelving, etc.)
- Other duties as assigned

Qualifications:

- A strong background in computers/technology and non-print materials formats
- Ability to utilize and troubleshoot common software/programs (MS Office, social media platforms, Canva, Libby, MeL)
- Patience, tact, and excellent communication skills
- Enjoys learning as well as teaching
- Photography ability
- Writing and proofreading skills
- Attention to detail
- Ability to work independently & self-motivated
- Ability to assess and balance multiple priorities
- Ability to lift 50 lbs

Marcellus Township Wood Memorial Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.