

East Ferris Public Library – Library Program Coordinator

Essential Responsibilities

- Planning, coordinating, promoting and delivery of library programs for various age groups within a budget.
- Research, make contact and negotiate with potential program presenters and performers.
- Ability to lead programs, including obtaining and preparing all necessary materials.
- Maintain a host of ongoing programs while introducing new programs and special events that respond to customer and community demand.
- Coordinate programs to work into library initiatives and community events.
- Set up and clean-up program space and assist presenter(s) if required.
- Maintain statistical records, create reports and summarize outcomes from programming.
- Employ various strategies and methods to market programs to a broad audience.
- Prepare in-house publicity and upload events onto EFPL's online events calendar.
- Maintain subscriber email database.
- Co-admin EFPL's Facebook page; post photos and information about programs, monitor and respond to customer posts.
- Valid Class G driver's license.
- Vulnerable sectors check.
- other basic library procedures as assigned.

Required knowledge, skills and abilities:

- Independently plan, organize and coordinate workload.
- Establish and maintain a positive working relationship with the public and library staff.
- Communicate effectively in both oral and written form with the public and staff and have excellent public speaking abilities.
- Engage community partners, members and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Learn and adapt to new and changing technologies.
- Have a working knowledge of Microsoft Office products, Microsoft Windows, and Internet navigation.
- Employ basic math skills, including statistics and budgeting.

Additional Asset

- Bilingual – reading and speaking.
- Previous programming experience

Term:

Permanent Part-Time (15 hours) per week (\$17.00 - \$18.25 per hour)

Applicants can forward their resume by email or to

efpl@ontera.net

East Ferris Public Library
1257 Village Road
Astorville, Ontario
POH 1B0