

# Evans City Public Library

**Job Title:** Programming & Events Coordinator

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## General Description

The Programming and Events coordinator is community oriented and eager to build positive relationships between patrons of all ages. In conjunction with the Director, the Programming and Events Coordinator is responsible for planning, developing, coordinating, and evaluating educational, cultural, and recreational programs for library patrons of all ages. This position works collaboratively with library staff, community partners, and volunteers to create engaging programs that support the library's mission, promote literacy and lifelong learning, and strengthen community relationships. The coordinator manages program logistics, promotion, and assessment while ensuring inclusive and accessible offerings for diverse populations. The position also assists with general clerical and administrative duties as needed.

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## Schedule, Hours, and Pay

**Part Time Hours:** 24–32 hours per week

**Schedule:** Monday, Tuesday, and Thursday, 10:00 AM – 6:00 PM, plus 1–2 Saturdays per month as needed for programs and events.

**Pay:** \$12.00 per hour

\*Candidate must have current Child Abuse clearance; PA Criminal History; and FBI fingerprint-based record check

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## Examples of Duties

- Plan, organize, and implement a variety of library programs such as author visits, workshops, classes, clubs, and special events.
- Assist with storytimes and lesson prepping
- Develop seasonal or monthly program calendars aligned with community interests and library goals.
- Coordinate presenters, performers, instructors, and community partners.

- Prepare program materials, supplies, and room setups.
  - Promote programs through newsletters, social media, flyers, and the library website.
  - Recruit, train, and supervise volunteers assisting with programs.
  - Collaborate with library staff to integrate programs with collections and services.
  - Ensure programs are welcoming, inclusive, and accessible to patrons of varying ages, abilities, and backgrounds.
  - Maintain statistics and prepare reports related to programming activities.
  - Stay informed about trends in library services, literacy, and community engagement.
  - Collaborate with Volunteer Coordinator
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## **Knowledge, Skills, and Abilities**

### **Knowledge**

- Principles and practices of public library services and programming.
- Community engagement and outreach methods.
- Basic budgeting and record-keeping practices.
- Marketing and promotional strategies, including digital platforms.
- Child development, literacy practices, or adult learning principles (depending on audience focus).

### **Skills**

- Strong organizational and time-management skills.
- Effective written and verbal communication.
- Event planning and coordination.
- Public speaking and presentation.
- Basic computer skills, including word processing, spreadsheets, email, and social media tools.
- Creative problem-solving and adaptability.

### **Abilities**

- Ability to plan and manage multiple projects simultaneously.
- Ability to work collaboratively with staff, community organizations, and the public.

- Ability to engage and communicate with diverse age groups and populations.
  - Ability to work flexible hours, including evenings or weekends as needed for programs.
  - Reliable transportation.
  - Ability to evaluate program outcomes and adjust offerings based on community needs.
  - Ability to lift and move program supplies and set up meeting spaces as required.
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### **Position Requirements:**

- High school diploma or equivalent
- Minimum 1-2 years experience with working/volunteering at a library
- Experience working with programming and/or event management a plus
- Knowledge of fundraising a plus
- Reliable transportation and ability to promote within the town of Evans City required
- Candidate must have current Child Abuse clearance; PA Criminal History; and FBI fingerprint-based record check

This role plays a key part in building community connections, encouraging lifelong learning, and enhancing the library's visibility and impact through meaningful and well-organized programming.