

The Benton Harbor Public Library is seeking an outgoing, passionate, experienced person to be our new Adult Department Programming Coordinator & Outreach Specialist. 30 hours a week, including some evenings and weekends. Starting pay \$17+ depending on qualifications.

Works directly under the supervision of the Head of the Adult Department and the Director.

- Plans, promotes, and oversees weekly, monthly, and special programs for the Adult Department.
- Develops information for the library newsletter, social media, and website.
- Submits information to local media outlets to promote events at the library
- Coordinates volunteers for the library.
- Waits on patrons at the circulation desk and is able to perform all clerk duties as necessary.
- Attends meetings with area groups to represent the library in the community.
- Works with the Head of Adult Services and the Director to implement new strategies to engage the community.
- Helps with collection development and assisting users with digital resources.
- Works with the Head of Children's Department to implement and run family/all ages programming.
- Serves as an Ambassador for the Library in the community.

Preferred Requirements:

- Bachelor's Degree.
- Reliable Transportation and the ability to travel to offsite locations.
- Must be able to perform the physical requirements of the job. There is considerable walking, bending, standing, lifting, as well as pushing and pulling carts and moving equipment.
- Proficient computer and technological skills including Microsoft products, smart devices and tablets, and social media, Library software, image, video, and sound recording editing software are a plus.
- Strong community collaboration & engagement and organization skills.
- Excellent written and verbal communication skills.

Send your resume and cover letter to Direct Kat Boyer at [kboyer@bentonharborlibrary.com](mailto:kboyer@bentonharborlibrary.com).