

The Benton Harbor Public Library is seeking an outgoing, passionate, experienced person to be our new Adult Department Programming Coordinator & Outreach Specialist. 37.5 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
- Contributes to the library's 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
- Other duties as assigned

Requirements:

- Reliable Transportation and the ability to travel to offsite locations.
- Passion for the library and the role it plays in the community
- 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
- Self directed and the ability to work independently
- Bachelor's Degree preferred

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