



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=14061

Community Outreach & Adults Programs Librarian

Description

Tredyffrin Township Library seeks a Community Outreach & Adult Programs Librarian for the Tredyffrin Library who can perform a variety of duties, including but not limited to: Providing prompt, courteous, and direct assistance to all patrons. At times this role will serve as "Person in Charge" for daily library operations, which includes opening and/or closing the library building according to procedures and provide general supervision of library employees and volunteers.

Responsibilities

Plans, coordinates, and implements programs for adults; evaluates and revises programs; works with area non-profits, businesses, professionals, and local educators to scheduled library-supported programs; implements surveys to collect feedback. Administers the library website; coordinates site updates with developer; creates and edits content detailing library services, resources, and events; posts notifications for library emergency closures. Administer the library programming and event calendar; coordinates scheduling of programs, activities, and events for every department into a complete schedule; schedules community groups for room use and room rental.

This role will plan and implements the libraries marketing efforts by reviewing marketing materials, promoting programing through in-hours flyers, posters, displays, newsletters, and social media posts; submitting library events and program information to local media outlets; moderates and oversees the libraries presence on Twitter, Facebook, YouTube, Instagram, etc.; creates engaging content; identifies social media best practices and trends in online communications; compiles and publishes the libraries newsletter.

Qualifications

- ALA accredited master's degree in Library and Information Science required.
- Experience with promoting library resources and services
- Working knowledge of developing and administering programs geared towards and adult audience
- Ability to work evening or weekend hours
- Previous experience working in a public library preferred

Contacts

This is a full-time, exempt position with excellent benefits. Starting salary is \$45,000-\$50,000 depending on experience. EOE. Subject to background/drug screens. Interested candidates should send their resume, employment application (required), and professional references to tred_hire@tredyffrin.org or mail to Tredyffrin Township, Attn: Human Resources, 1100 Duportail Rd., Berwyn, PA 19312.

Hiring organization

Tredyffrin Township Libraries

Employment Type

Full-time

Date posted

August 18, 2022