Scarborough Public Library
Coordinator of Programming and Communications
Job Description

POSITION SUMMARY

The Coordinator will work under the direct supervision of the Library Director to provide support and coordination of programming, publicity, public relations, special events, and community partnerships.

The Coordinator will implement programs in collaboration with department heads and the Friends of the Scarborough Library as needed and will oversee the public relations activities associated with programs and events, cardholder services, and messaging needs of the Library.

The Coordinator will assist in donation management and annual fund mailings through use of GiftWorks software.

RESPONSIBILITIES

Programming

Develop and organize programs of diverse appeal to conform with the Library’s mission of offering education, recreation, and information to the community.

Work with the Library Director on publicity and public relations to focus on the services, programs, and needs of the Library.

Work with youth and adult services departments to support and create original programming content including annual Summer Reading Program.

Identify community programming collaborations and serve as liaison with local and statewide cultural organizations on behalf of the Library, including contract negotiations as needed.

Coordinate logistics for ongoing and special events including room set-up, AV needs, and refreshments. Attend events as needed and take photographs when required.

Research program funding opportunities, including grants, in cooperation with the Development Manager and other department heads based on the intent of the grant. Assist with grant submissions.

Manage programming budget and expenses and collect statistics.

Review and enter ongoing events in the master Meeting Rooms Calendar.
Communications

Manage and post content related to events and services to Library’s social media accounts including Facebook and community event websites.

Create content for website and Google Calendar for youth and adult services.

Write and distribute event press releases to local print media outlets.

Design, produce, and distribute all event posters and “takeaways”.

Take photographs as needed.

Library Publications

Create and publish monthly Footnotes* Plus e-newsletter, and any other regular publications.

Create annual community engagement literature and annual report and coordinate printing and distribution contracts.

Assist department heads in creating service displays, signage, and takeaways.

Community Advancement

Work with Library Director to write/edit Library communications and create related graphics for the purpose of promoting the Library in the community and beyond. This includes feature articles and press releases, online postings, and submissions to the Town’s e-Newsletter.

Assist department heads in presenting and promoting offsite programs or services.

Professional Development

View webinars and attend workshops and conferences on topics related to programming, community relations, and fundraising.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Physical demands herein are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also regularly required to stand; walk; sit; reach with arms and hands; climb or
balance; and stoop, kneel or crouch. Employee must occasionally lift and/or move objects of up to 50lbs.

Specific vision abilities required by job include close vision, color vision and ability to focus.

Employee will frequently use keyboard and computer monitor in performance of job requirements.

**REQUIRED SKILLS AND ABILITIES**

Candidates must have a 4-year degree from an accredited college or university. Previous experience in public programming with a non-profit organization or in a corporate environment preferred. Confidence in representing the Library as a public representative both in the Library and out in the community is important. Must have proven writing and communication skills, including graphic design, and be comfortable with technology including proficiency in using Microsoft Office suite. Exceptional attention to detail, strong organizational skills and a positive collaborative work style are essential.

**WORK SCHEDULE**

This part-time position will average 32 hours per week. Candidate must have flexibility to attend programs that may be scheduled evenings and weekend days.

**WAGE AND BENEFITS**

Wage range starts at $18.59, is based on experience and education, and is determined by the Library Director at the time of hire. Benefits include paid vacation and sick time and the option of prorated health insurance benefits.

Applications will be accepted until an appropriate candidate is selected. Review of applications will begin November 18. Applicants invited to an interview will be asked to provide examples of writing and design work.

Please submit cover letter, resume and job application found on Library’s website, [www.scarboroughlibrary.org/employment](http://www.scarboroughlibrary.org/employment) to:

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