

Job Vacancy

Position: Programming and Outreach Coordinator

Location: System wide

Appointment: Full-time

Weekly Hours: 35 hours per week

Annual Salary: \$30,940

Qualifications: Must possess a Bachelor's degree in a Liberal Arts field. Must have at least three years previous work experience in a supervisory capacity. Must have demonstrated expertise in the planning, development and presentation of programs for all ages. Master of Library Science a plus.

Job Summary: The Programming and Outreach Coordinator will coordinate and guide the work of program specialists to provide youth ages 0-17, with the materials, experiences, and resources necessary to encourage their lifetime use of Library services. Responsible for coordinating and overseeing adult programs in the branches throughout the system. Responsible for conducting outreach to seniors through nursing and retirement homes, community centers and other places seniors gather.

Requires Monday through Saturday hours, must be able to work some evenings and Saturdays. Must be able to work flexible hours.

Primary Duties:

- Coordinate advertising and publicity with Director, Assistant Director, Community Relations Coordinator and Branch Managers, as appropriate.
- Establish relationships with local public and private schools, daycare centers and Head Start facilities.
- Establish relationships with nursing homes, retirement communities and community centers.
- Coordinate Tangipahoa Parish Library's participation in local education forums.
- Establish relationships with local child-oriented organizations (e.g. places of worship, scouting troops, after-school/summer camps).
- Coordinate school visits to promote library services and resources.
- Identify and communicate to teachers all local events/contests for students to submit and display work.
- Coordinate the Summer Reading Program.
- Coordinate Annual Tangipahoa Parish Library Free Book Festival.
- Provide training opportunities for program specialists.
- Evaluate and provide guidance to ensure that minimum program standards are met at all branches.
- Conduct regular meetings with program specialists.
- Communicate regularly with Branch Managers to improve public service and programs.
- Establish and nurture professional contacts and represent Tangipahoa Parish Library in community collaborations to provide a wide range of program opportunities.
- Other duties as assigned.

Physical Requirements

- Must be able to bend to very low shelves or reach to very high shelves when reaching for library materials.
- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to effectively use a computer, telephone, and other office equipment to conduct business.
- Must be able to lift at least 10 pounds from the floor to four feet above the floor.
- Must be able to travel daily within Tangipahoa Parish to multiple destinations.

Benefits Include

- Employee portion of health insurance including vision and dental and life insurance paid by the Library
- Inclusion in the Parochial Employees' Retirement System of Louisiana
- Paid Holidays
- Accrual of vacation and sick leave

Tangipahoa Parish Library is an equal opportunity employer.

To apply visit us online at <http://www.tangilibrary.com/AboutUs/Employment.aspx>.