



**JOB POSTING**  
**Program Coordinator**  
**60 hours biweekly**

The Rocky Mountain House Public Library is looking for an outgoing, community-minded individual to join our team. If you love to plan programs & events, help people find what they're looking for, and promote life-long learning, this is the position for you.

**POSITION SUMMARY**

Under the direction of the Library Manager, this position provides library programming services.

**RESPONSIBILITIES**

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**Duties**

- Plans, delivers and evaluates programs for adults, teens, and seniors, including liaising with community groups, contacting speakers/ performers, organizing program details in accordance with procurement procedures. May deliver programs outside the library
- Promotes the library's collection and services through planning, creating and/or setting up displays, resource lists and other means as appropriate. May conduct promotions to outside organizations
- Prepares copy for the library website, social media accounts, monthly newsletter, and general promotional materials such as brochures, and community guides, as well as newspaper articles or advertisements
- Monitors and maintains library social media accounts. Responds to received communications, creates posts for all library promotions and events, shares news of relevant community events, and analyses social media response to determine the most effective channels and schedules for distribution
- Liaises with community groups and distributes material to promote library programs

**QUALIFICATIONS**

- Two-Year Library & Information Technology Diploma and/ or a public relations/ communications diploma, plus two years related library experience
- Proficiency in current computer technology
- Basic knowledge of literary forms
- Demonstrated excellence in interpersonal skills with a strong service orientation
- Strong communication and organization skills

**Please state whether the above application requirements are met in your resume and/or cover letter.**

Starting hourly rate of pay based on 2018 wage grid: \$18.00

Schedule: Mondays 9:30 AM – 4 PM, Tuesdays 2 PM – 8 PM, Wednesdays 9:30 AM – 4 PM, Thursdays 1 PM – 8 PM, Fridays 9:30 AM – 4 PM

Average of 60 hours bi-weekly plus vacation and benefits entitlements.

Direct your cover letter and resume to Ben Worth at [ben.armh@prl.ab.ca](mailto:ben.armh@prl.ab.ca)

Competition closes: Friday, January 11<sup>th</sup>, 2019

All appointments will be conditional on an acceptable criminal records check including a vulnerable sector search. More information will be provided at an interview.

**Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity.**

**We encourage all qualified persons to apply and self-identify.**

We thank you for your interest in employment with Rocky Mountain House Public Library, however, only those candidates selected for an interview will be contacted.

Posting Date: January 2, 2019