

## Programming Coordinator

### Summary / Main Purpose of Job:

The Program Coordinator works with staff to plan and implement programs designed to serve the needs of adults and young adults, and to assist with the programming component of special events or initiatives.

### Essential Duties, Tasks and Accountabilities:

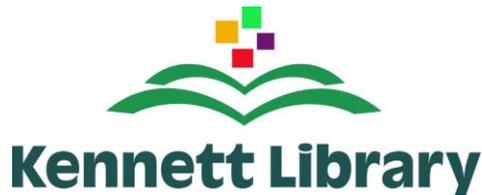
- Plan, implement, promote and evaluate programs that will serve the needs of adults and teens of all ages.
- Attend programs, including introduction of speakers, to audiences.
- Administer program budget.
- Develop relationships with outside service agencies, performance contractors and professional organizations as partners in developing and offering programs.
- Work cooperatively with library management, staff and organizational partners.
- Negotiate and schedule contracted program services.
- Provide a variety of thematic program units, along with supportive materials and resources.
- Maintain and track statistical program data and prepare reports for evaluation.
- Perform other duties, tasks and special projects, as required.

### Qualifications / Requirements:

- Bachelor's degree from an accredited college or university in a related field.
- Ability to work independently or as part of a team.
- Strong planning, organizational and coordination skills.
- Strong communication skills.
- Strong interpersonal skills.
- Strong customer service skills.
- Effective negotiation skills
- Ability to work independently and proceed with objectives.
- Ability to work within deadlines.
- Ability to use general office machinery (fax machines, copy machines, etc.).

### Preferred Skills, Knowledge & Experience:

- Two to three years in a related position with increasing responsibilities.
- Ability to track data and prepare reports.
- Excellent communication, organizational and interpersonal skills.
- Ability to work cooperatively in and across organizations.
- Ability to plan and implement programs, with appropriate prior experience.
- Strong time management skills.
- Strong negotiation skills.
- Ability to handle multiple tasks simultaneously.



### **Computer Skills:**

To perform this job successfully, an individual should have:

- Intermediate Microsoft Word skills
- Basic Microsoft Excel skills
- Basic PowerPoint skills
- Basic Outlook skills (Email and Calendar)
- Basic Internet Explorer skills
- Some skill and experience in Microsoft Access and Publisher, or equivalent, is preferred.

### **Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit; and work office machinery. Occasionally, the employee will need to stand; walk; climb stairs; push items weighing approximately 125 pounds; lift items weighing approximately 20 pounds; carry items weighing approximately 20 pounds for a distance of approximately 25 feet; and drive a car. On rare occasions, the employee will need to reach above shoulders; bend at the waist or work while bent at the waist; kneel, stoop, crouch or squat; and lift items.

### **Work Environment:**

- The noise level in the work environment is usually quiet to moderate.
- Work will be performed in an office environment approximately 95% of the time.
- Will need to work in all weather conditions at scheduled outside events.

### **Other:**

- Ability to work extended hours, as necessary, and occasional evenings and weekends

### **Salary:**

- Commensurate with experience
- Competitive benefits package including medical, dental and vision

Please email resume and cover letter with the subject line "Programming Coordinator" to Megan Walters at [mwalters@ccls.org](mailto:mwalters@ccls.org)