

Burnham Library, Bridgewater CT

Position: **ADULT PROGRAM AND COMMUNITY ENGAGEMENT COORDINATOR**

Salary: \$22.00 per hour

Schedule: Part-time (25 hours per week), in-person, non-exempt position with PTO and SEP-IRA retirement plan

Reports to: Executive Director

The Adult Program and Community Engagement Coordinator plays an important role in connecting the library with the community by creating engaging experiences that reflect local interests, support lifelong learning, and strengthen community partnerships.

The successful candidate will have strong customer service and interpersonal skills, solid technology abilities, creativity, flexibility, and experience with marketing and social media. This position involves frequent patron interaction, including circulation desk coverage, readers' advisory, assisting library resources and technology, program facilitation, and other duties as assigned.

Program Development and Implementation

- Works closely with the Executive Director to develop, schedule, and implement a diverse calendar of adult programs that reflect community interests, support lifelong learning, and align with the library's mission, values, vision, and strategic goals.
- Co-manage the programming calendar with the Executive Director and Youth Services Coordinator.
- Organizes program logistics including setup and teardown, seating arrangements, presenter needs, technology, and refreshments.
- Serves as host and introduces programs and presenters.
- Coordinates intergenerational events with Executive Director, Youth Services Coordinator, and other interested parties.

Community Engagement

- Cultivates and strengthens relationships with new and existing community partners to create collaborative programming opportunities.
- Works with local organizations, town leaders, to expand the library's reach and impact.
- Acts as an ambassador for the library at community events and gatherings.
- Explores opportunities for expanding programs and services beyond the library's physical walls.
- Assists in planning and implementing fundraising events and campaigns.

Marketing and Communications

- Works as part of a collaborative team to:
 - Implement marketing and public relation strategies that promote library programs, services, collections, and community engagement efforts.
 - Manage social media platforms by creating content that increases awareness, participation, and community connection.
 - Create and manage promotional materials and assets, including flyers, social media content, email campaigns, and website updates.

Information Services

- Navigates Burnham Library's computer-based integrated library system (ILS).
- Assists at both main and youth circulation desks and performs clerical duties.
- Assists patrons in accessing downloadable content from our digital services providers.
- Assists users with library equipment – copiers, printers, fax machines, and etc.
- All other work assigned.

Supervision Exercised: Assigns work to staff or volunteers in coordination with the Executive Director. Serves as the *person-in-charge* of the library on assigned evenings and Saturdays.

Education and Experience

- Bachelor's degree with experience in libraries, education, community engagement, marketing, or a related field preferred.

Knowledge, Skills, and Abilities

- Highly organized and detail-oriented with strong time-management skills.
- Comfortable working with people of all ages.
- Ability to work collaboratively while also demonstrating initiative and independence.
- Strong computer and technology skills, including experience with Zoom and the ability to learn new platforms.
- Familiarity with social media platforms, digital marketing tools, and modern communication methods, required.
- Strong communication and interpersonal skills are essential

Hours & Requirements:

25 total hours per week: Tuesday and Friday from 10 am – 5 pm. Thursday hours vary (10 am - 5 pm or 1-8 pm) depending on programming needs. Requires 1–2 Saturdays and Wednesdays per month. Flexibility is required to support evening and weekend programming. Physical requirements include ability to lift up to 40 pounds and ability to push and pull objects weighing up to 80 pounds on wheels.