

Title: Program Coordinator

Grade: 8

Average Weekly Work Hours: 37.5

FLSA Classification: Non-exempt

Interested in developing 21st century library learning for adults and seniors in a culturally diverse community? Have a passion for developing programs around civic discourse, maker/craft hands-on learning & larger library-wide reading initiatives?

The Indian Trails Public Library District (ITPLD) has a fantastic opportunity for an individual with stellar event planning, superb customer service skills, and the drive to lead the coordination of programs in our dynamic Adult Services Department. This job is full-time, 37.5 hours per week.

We serve 67,000 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights. We are committed to our vision of inspiring individuals, engaging communities and enriching lives

The key duties and responsibilities include:

- Plan, execute and evaluate programs for all members both within the Adult Services department and library-wide.
- Develop community partnerships for programming and exhibits through relationship building and community engagement.
- Introduce new programs and special events that respond to member and community demand, support library initiatives and departmental objectives.
- Manage library-wide programming initiatives, such as the library's Summer Reading and One Book programs and facilitation of the library programmer's meetings.
- Schedule program volunteers and serve as the department's program liaison to support staff.
- Research and evaluate grants in support of library programs.
- Serve at least a weekly shift on an adult public service desk assisting library members in finding and locating information.
- Maintain library collections by selecting and weeding material as directed.
- Actively promote the library, its materials, and services through programs, events, displays, and handouts, staying current with all appropriate physical and digital literature.
- Generate and maintain reports and statistics.

This opportunity requires:

- A Masters of Library Science (MLS degree) from an accredited ALA accredited university or school or an equivalent area of study for the position such as Continuing Education, Event Planning or Community Engagement and a minimum 2 years relevant experience.

- The ability to communicate effectively, work independently, work with interruptions, and as a team.
- Tech-savvy with experience in utilizing Google and program registration and evaluation tools.
- Ability to speak in public.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

Hourly rate of \$22.10. This position is eligible for healthcare benefits, vacation and sick time, and IMRF participation. To apply, send resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.