

## **Adult Program Coordinator**

The Oceanside Library is seeking a dynamic, creative, community-oriented, Adult Program Coordinator.

The Oceanside Library is a leader in innovative programming, both live and virtual. We are in the middle of a major renovation, one which will provide us with the space and resources to significantly expand our already extensive programs and services.

We are looking for a forward-thinking person to coordinate our adult programs. This is a challenging, exciting opportunity for a person with ideas and the desire to help shape a library of the future. We are seeking a person who can multitask, can handle problems as they arise, is creative, and is curious. The ideal candidate is someone who is upbeat and unafraid to experiment and fail.

Duties will include, but not be limited to, creating and implementing programs for patrons 18+; assisting with marketing; editing our newsletter; assisting with social media; participating in community outreach; attending professional meetings; networking with other programmers and the Oceanside community; and related duties.

The Adult Program Coordinator reports to the Assistant Director, and works on the programming team which includes the Assistant Director, the Head of Children's Services, the Teen Librarians, the Head of Marketing and Special Projects, and every librarian (and a good number of other staff).

This is a full-time position that will include weekdays, evenings, and usually up to two weekend days per month. Hours are flexible and based on the program schedule.

The Oceanside Library is not a civil service library, but employees are members of NYSHIP and the NYS pension system. The Library is an equal opportunity employer.

Significant factors in our consideration will be experience in programming or event planning, publicity, newsletter editing, and community relations. The candidate should be proficient in basic social media, Word, PowerPoint or similar presentation software, Canva (or similar graphics program), and have a working knowledge of basic Excel.

Knowledge of Library Market and/or Eventkeeper is a plus. An MLS degree is not required, but will be considered.

Interested candidates should forward their resume and cover letter to Tony Iovino, Assistant Director, [aiovino@oceansidelibrary.com](mailto:aiovino@oceansidelibrary.com) by August 15, 2022.