

**Job Title: Adult Programming and Outreach Coordinator**

**Pay and Benefits: \$27.50-33.00/hour, commensurate with experience. Paid holidays and generous PTO**

**Job Type: Part-time (15-20 hours a week); hourly; non-exempt**

Rose Memorial Library is seeking an Adult Programming and Outreach Coordinator who embraces innovation, experiential learning, and thoughtfully connecting with the community. Rose Memorial Library is a values-driven association library in the historic town of Stony Point, New York. We serve a population of just over 15,000. Rose Memorial is planning to expand our services and spaces within the next five years. Ready to join us as we move towards our exciting new chapter?

**Who You Are:**

- You are a people-person. You genuinely like and are interested in others. You can talk to anyone, work well on a team, and treat everyone you meet with kindness, compassion and good cheer.
- You are a visionary. You relish coming up with avant-garde programming ideas, seeking out new partners and experts, and keeping on top of the latest cultural trends.
- You are organized and detailed-oriented. You understand that logistics are just as important as a great idea when it comes to planning a successful event.
- You recognize and appreciate what diversity, equity, accessibility and representation bring to a workplace and community. This is reflected in your interactions with people, the programming you plan, and the organizations and experts you seek to connect with.
- You are a good sharer: knowledge, materials, ideas, and skills. You know the mission of a library starts with its people.
- You speak up. You are very comfortable talking with and in front of people, whether you are leading a class, cold-calling potential new partners, or running a booth at a town festival.
- You communicate well. You share information and your thoughts clearly, concisely, and politely.

**The Role:**

- Planning and executing creative, well-organized, hands-on programming solo or in collaboration with top-notch subject experts. You keep our stalwart program attendees coming back for old favorites, while also introducing unique programs that will draw new audiences.
- Strategically connecting with organizations, businesses, and community groups for potential partnership and to promote Rose Memorial's services and programming.

- Collaborating with colleagues and partners to ensure that programs are being properly and beautifully promoted in person, via social media channels, and with traditional methods such as flyers, library newsletters, and local media outlets.
- Embracing Rose Memorial's vision and values and applying them to your daily operations.

### **Do you have what it takes?**

- Bachelor's degree
- At least one year of programming experience and/or event planning, preferably at a library, school, museum or learning organization
- Ability to work occasional evenings and weekends
- Applicants must be willing to follow the library's COVID-19 health protocols

**Why Rose Memorial Library?** A job with Rose Memorial is an opportunity to work in an environment that prioritizes innovation, connection, creativity, kindness, and employee well-being. While we are a small, historic library, we have big plans and dreams and want you to be a part of our next phase.

### **Rose Memorial's Vision:**

Stony Point's space for connection, creativity, and engagement.

### **At Rose Memorial, we are committed to:**

- bridging Stony Point's past, present and future. We recognize the immense history of Stony Point, while also embracing innovation and thoughtfully adapting the library to fit the community as it grows and changes.
- building and maintaining connections with community members, as well as local institutions, organizations, and small businesses.
- showing a consistently strong return on the investment Stony Point makes in Rose Memorial Library.
- providing a welcoming space for gathering, engaging in culture and entertainment, exploring curiosity, and pursuing lifelong learning.
- serving all members of the community with compassion, equity, kindness, and care.

### **Additional Info & Requirements**

Due to the physical requirements of the position you need to be able to: stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift a maximum of 25 pounds.

**Applicants should submit a cover letter, resume, and three (3) professional references no later than Monday, May 2 to: Alice Meacham at [ameacham@rcls.org](mailto:ameacham@rcls.org) with the subject: *PT Programming and Outreach Coordinator*. No phone calls please.**