

**Sheridan County Public Library System  
Fulmer Library – Vacancy Announcement**

**Position Title:**     **Programming Coordinator**

**Start Date:**         September 1, 2021

**Wages:**             \$14.75 - \$15.25 per hour depending on experience and education.

**Schedule and Benefits:**

- ◆ 37.5 hours/week --- 1950 hours/year (full-time; non-exempt)
- ◆ Must be able to work a flexible schedule
- ◆ Annual Leave (7.5 hours per month)
- ◆ Sick Leave (7.5 hours per month)
- ◆ Paid Holidays
- ◆ Medical, Dental and Life Insurance (80% employer and 20% employee premiums)
- ◆ Wyoming Retirement System: (10.37% employer and 8.25% employee contribution)

**Education/Experience:**

- ◆ High School Diploma required.
- ◆ Previous experience working in public relations, marketing, or programming.
- ◆ Strong communication and customer service skills.

**Partial list of duties (see Job Description for complete list of duties):**

- ◆ Develop new programming, exhibits, and events for adult and young adult patrons.
- ◆ Market programs, exhibits and services and publicize events with local media.
- ◆ Maintain library's social media presence.
- ◆ Public speaking engagements to promote library activities (radio and print media)
- ◆ Create and publish the bi-monthly library newsletter using Microsoft Publisher.
- ◆ Write local, state and national grant proposals to help fund special programs.
- ◆ Assist at the Reference Desk as needed.

**Qualifications:**

Must have excellent communication skills and enjoy working with individuals of all ages and backgrounds. Previous experience working in public relations, marketing, programming, or a public library desired. Advanced computer skills including Microsoft Office products.

**To Apply:**

**Application packets** are available on-line at [www.sheridanwyolibrary.org](http://www.sheridanwyolibrary.org) or at the Fulmer Public Library. Submit Resume and Completed Application Packet by **Wednesday, August 11, 2021** for first consideration. Open until filled.

**To:** Cameron Duff – Library Director  
Sheridan County Public Library System  
335 West Alger  
Sheridan, WY 82801  
Email: [cduff@sheridanwyolibrary.org](mailto:cduff@sheridanwyolibrary.org)

**Sheridan County Public Library System  
Programming Coordinator  
Job Description**

**JOB SUMMARY**

Plan and implement a wide variety of library programming and exhibits designed for adults and young adults. Recruit and coordinate library volunteers. Assist staff with additional programming ideas. Oversee the library's social media presence. Other duties as assigned by the Library Director.

**DUTIES AND RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):**

- ❖ Ability to communicate and work effectively with internal and external customers.
- ❖ Ability to work with minimal supervision; making decisions within stated guidelines in order to solve problems and to produce accurate work in a timely manner.
- ❖ Ability to organize, prepare, and present information verbally and in written form.
- ❖ Ability to demonstrate advanced computer skills using Microsoft Office products.
- ❖ Create and publish the bi-monthly library newsletter using Microsoft Publisher.
- ❖ Develop new programming and events for adults and young adults.
- ❖ Market all programs, services, and exhibits with local media.
- ❖ Schedule exhibits and coordinate installation and tear down of events.
- ❖ Write, edit, and coordinate the development of press releases, promotional materials, and/or brochures about library programs.
- ❖ Maintain library's social media presence.
- ❖ Submit programming and marketing budget requests to director.
- ❖ Accurately record statistics of programming attendance.
- ❖ Assist with local, state and national grant proposals to help fund special programs.
- ❖ Network with school, business and civic organizations to develop joint programs.
- ❖ Recruit library volunteers.
- ❖ Must be able to work a flexible schedule (days, evenings and weekends) to accommodate a variety of programming events taking place during library hours.
- ❖ Assist at the Reference Desk as needed.
- ❖ Other duties as assigned by Library Director.

**QUALIFICATIONS**

High school diploma or equivalent required. Must have excellent communication skills and enjoy working with individuals of all ages and backgrounds. Previous experience working in public relations, marketing, programming, or a public library desired. Advanced computer skills including Microsoft Office products.

**PHYSICAL REQUIREMENTS**

- ❖ Ability to reach shelves at high and low levels
- ❖ Ability to bend, stoop, twist, turn and move materials in the library
- ❖ Ability to push carts and bins loaded with programming materials
- ❖ Ability to lift up to 25 lbs. on a regular basis and up to 50 lbs. occasionally
- ❖ *We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.*