

Job Posting: Program Coordinator

Location: Purchase Free Library, Purchase, NY

Job Type: Part-Time

Salary: \$18/hour

Make a Community Impact as Our Program Coordinator!

Are you passionate about creating engaging programs that bring people together? Purchase Free Library is seeking a **Program Coordinator** to plan, organize, and promote special events and community programs. This part-time role is perfect for someone who enjoys working with the public, has strong organizational skills, and wants to contribute to a vibrant and welcoming library environment.

Key Responsibilities:

Program Planning & Coordination:

- Develop an annual program plan for Board approval each September.
- Organize and manage special programs and events that enrich the community.
- Evaluate program effectiveness and recommend new services based on community needs.
- Work closely with the Library Administrator and the Friends of the Library to support fundraising campaigns and outreach efforts.

Community Engagement & Promotion:

- Help raise awareness of library programs by creating and distributing promotional materials.
- Use social media, email, and other communication tools to inform the community about upcoming events.
- Develop an understanding of local resources and collaborate with other organizations.

Qualifications:

- **Education:** High school diploma (or equivalent) and at least 30 college credits.
- **Skills & Experience:**
 - Strong communication skills, both written and verbal.
 - Ability to plan and coordinate events.
 - Proficiency in social media, email, spreadsheets, and calendar tools.
 - Comfortable speaking in front of groups and working with diverse community members.
 - A team player who can build relationships with local organizations and stakeholders.

Why Join Us?

As a **Program Coordinator** at Purchase Free Library, you'll play a key role in bringing engaging and educational experiences to the community. You'll have the opportunity to be creative, build connections, and make a real difference in how our library serves its patrons.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to MHMLLP@aol.com. Purchase Free Library is an equal-opportunity employer. We encourage applicants from all backgrounds to apply.