

**Dorothy Hull Library-Windsor Charter Township**  
**Job Posting: Program and Outreach Coordinator**

- Full-Time Position (40 hours/week)
- Salary Range: \$34,000 - \$39,000
- Paid time off
- Holiday pay
- Paid training
- 4% retirement match
- Medical benefits options

The Dorothy Hull Library is located in Dimondale, Michigan and serves Windsor Township. The Dorothy Hull Library is seeking a full-time Program and Outreach Coordinator to strengthen the library's connection to the community through library services, programs, and engagement.

*The mission of the Dorothy Hull Library is to provide library resources and services that enhance individual knowledge, enlightenment and enjoyment for our community and improve the quality of life. Further, it is the goal of the Library Board that the library serves as a place for all to discover the joys of reading and value the library.*

The Program and Outreach Coordinator is responsible for maintaining current library programs and developing new programming. They are also responsible for developing and managing library events. They promote the library and increase public awareness and use of library services. This position reports to and acts under general supervision of the Library Director.

Duties include:

- Coordinating appropriate library events and programs for the betterment of library patrons and the community.
- Managing the library's volunteer program. This may include, but is not limited to, conducting volunteer interviews, training volunteers, and scheduling volunteers.
- Working with the Library Director to manage an annual budget for programs and events.
- Building and strengthening relationships with the community. This may involve attending various community meetings outside of regular business hours.
- Coordinating an annual Summer Reading Program. This will include coordinating related events, arranging sponsors for prizes, and creating promotional and sign-up materials. The Program and Outreach Coordinator may also choose to add other reading programs throughout the year and will be responsible for the implementation and upkeep of these additional reading programs.
- Implementing a quarterly StoryWalk® and arranging sponsorships for each story.
- Attending meetings and trainings that are beneficial to their position.
- Gathering, analyzing, and reporting public feedback to advise the Library Director on public opinions and community needs.
- Seeking out and applying for relevant grants and funding.
- Keeping the public notified of events using a newsletter, public calendar, newspaper, social media, library website, and any other appropriate methods.

- Attending monthly Library Board meetings and taking meeting minutes. Minutes will be submitted for approval to the board secretary.
- Assisting the director with maintaining an active social media presence for the library.
- Assuming additional duties in the absence of the Library Director.

Position requires an individual with:

- Highly effective verbal and written communication skills
- Strong organizational and planning skills
- Excellent social skills
- Flexible availability and willingness to work off-site as needed
- Ability to use various computer programs and social media platforms
- Ability to manage multiple projects simultaneously.

Qualifications:

- A high school diploma or its equivalent
- Bachelor's Degree from an accredited college or university (preferred)
- Completion of or willingness to complete the Library of Michigan required training
- Public library experience (preferred)
- Program/Event management experience (preferred)
- Management/Supervising experience (preferred)
- Availability to attend periodic off-site and evening meetings
- Eligible and willing to obtain a notary commission at the library's expense
- Must be able to perform physical demands of job, including lifting of 30 pounds.

Please send a cover letter, resume, and contact information for three references via e-mail to Library Director Kate Gillham at [dimondalelibrary@gmail.com](mailto:dimondalelibrary@gmail.com). If submission accommodations are needed, please contact the library. Apply by Monday, January 22<sup>nd</sup>, 2024.

Dorothy Hull Library is an equal opportunity employer.