



Adult Services Programming Specialist

Reports to: Library Director

Position Type: Part-Time (15-20 hours per week, including evenings and the occasional weekend)

Position Summary:

Western Allegheny Community Library is a vibrant and innovative public library that serves the communities of Findlay Township, North Fayette Township and Oakdale Borough. We strive to create an environment that values diversity and is inclusive of everyone. We believe in the importance of literacy and lifelong learning, always holding ourselves to the highest of standards.

The Western Allegheny Community Library is seeking an enthusiastic and creative individual to serve as a Part-Time Adult Programmer. This position is responsible for developing, coordinating, and executing engaging programs and events for the adult population of our community. The ideal candidate will have a passion for lifelong learning, strong communication skills, and the ability to create programming that reflects the diverse needs and interests of adults in the community.

Key Responsibilities:

- **Program Development & Implementation:**
 - Plan, design, and deliver a wide variety of programs, events, and workshops for adults, including educational, cultural, social, and recreational activities.
 - Coordinate with external speakers, instructors, and community partners to provide quality programming.
 - Promote programs using a variety of marketing techniques, including social media and flyers.
- **Community Engagement:**
 - Establish and maintain relationships with local organizations, businesses, and community members to identify programming opportunities and partnerships.
 - Collect and respond to feedback from participants and stakeholders to continually improve program offerings.
- **Administrative Duties:**
 - Maintain accurate records of attendance, program budgets, and supplies.
 - Work with the library's team to ensure all programming logistics, including room setup, AV equipment, and material preparation, are effectively managed.
 - Assist in the preparation of reports and statistics related to adult programming for library administration and funding purposes.

- **Other Duties:**
 - Assist with library-wide events and outreach efforts as needed.
 - Perform other duties as assigned by the Library Director.

Qualifications:

- A passion for working with adults and providing engaging programs.
- Experience in program planning, community engagement, or a related field (experience in a library setting is a plus).
- Strong organizational skills, creativity, and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently as well as part of a team.
- Proficiency with Microsoft Office Suite and various social media platforms.
- Ability to work a flexible schedule, including evenings and weekends.

Physical Requirements:

- Must be able to lift up to 25 pounds.
- Ability to sit, stand, or walk for extended periods.

Compensation:

- Starting rate is \$16 per hour.
- Paid time off and other benefits in accordance with the library's part-time employee policies.

Clearance Requirements:

- PA State Criminal Background Check.
- PA Child Abuse History Clearance.
- FBI Fingerprint Criminal Records Check upon offer of employment.

Working with Us:

- Our library offers a unique work environment that is innovative, open and collaborative. We strive to create the best possible experience for everyone visiting the library as well as our employees. We are a family-friendly workplace that prioritizes a good work-life balance. We offer paid time off as well as paid holidays.
- Western Allegheny Community Library is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply:

Applications accepted through November 8th, or until the position is filled. Please email cover letter, resume, and 3 references to Amy McDonald at mcdonalda@einetwork.net