

*The Richmond Free Library is seeking an **Outreach and Programming Library Assistant**. This position is ideal for someone who loves the role and potential of libraries, enjoys working with people, and is a team player who can work independently and see projects to completion.*

JOB DESCRIPTION

Richmond Free Library

Library Assistant 2: Outreach and Programming

Part-time, 24 hours per week

Some evening and weekend hours required

The Outreach and Programming Librarian is responsible for developing and implementing programming for the library (primarily adult, with some support of youth and family programs) and promoting the Richmond Free Library's services, resources, and programs in the community. This person will also curate our art displays and assist with book displays and our growing Library of Things. In addition, this person will assist patrons and carry out general library services and duties as needed.

Essential Job Functions

- Develops and implements effective programming and events for adults, and in conjunction with youth librarian for families and youth.
- Develops, implements and monitors promotion and outreach about programs & library services including communication through online portals, such as our webpage, Facebook and Instagram pages, and Front Porch Forum; posters; local print newspapers and online calendars with direction from the Director and Youth Librarian.
- Organizes art shows for library gallery space.
- Monitors, curates and grows the Library of Things in conjunction with the Director.
- Knowledge of and ability to facilitate use of digital resources such as Libby, Hoopla and Library's catalog with patrons.
- Fosters collaborative relationships with individuals and organizations.
- Assists patrons and carries out general library services as needed.

Experience and Qualifications

- Professional experience in a public library setting is preferred.
- Familiarity with and passion for the role and importance of public libraries.
- Demonstrated results in creating engaging, successful programming, and event management with diverse topics.
- Familiarity with digital communication avenues and demonstrated ability to promote/market events, programs and services through various channels.
- Knowledge of PC/Windows functions and applications (including Microsoft Office, Internet browsers, associated devices, email applications, basic technical troubleshooting).
- Attention to detail and careful accuracy in work.

- Excellent written and verbal skills and public speaking ability.
- Experience working with volunteers is preferred.

Education

- BA or BS required.

Physical Requirements: Work is performed under typical library and office conditions. Duties require intermittent light to moderate physical effort in carrying, lifting, or moving materials, boxes, or equipment. Duties may also include some general maintenance, such as light cleaning, removal of trash and recycling, and snow shoveling.

Compensation: This is a part-time position of 24 hours per week and includes paid holidays, vacation, sick time and retirement benefits through VMERS. This role requires some weekend and evening availability. Pay begins at \$20.91/hr.

Application review will begin on October 2nd and continue until the position is filled. Please send a cover letter, resume and three references to Richmond Free Library, Assistant Director, Wendy DeForest, at wdeforest@richmondvt.gov or Richmond Free Library, PO Box 997, Richmond VT 05477.