



QUOGUE LIBRARY

ADULT PROGRAM AND OUTREACH COORDINATOR FULL TIME POSITION

POSITION OVERVIEW

The Quogue Library is looking for a Program and Outreach Coordinator to supervise, plan, promote and facilitate adult/family/senior/tech programs and community outreach.

DUTIES INCLUDE, BUT NOT LIMITED TO:

- Community focus with an eye towards offering a wide variety of sophisticated programs to meet the needs of the Quogue Community
- Schedule/contract programs
- Evening and weekend hours, especially in the summer, required.
- Plan and execute educational, technical, entertaining programming including: book discussions, art receptions, film feast, FPA, monthly science talks, tech classes for our new Innovation Lab, music, health and wellness programs, and special QLS events
- Market and publicize programs: including but not limited to create flyers, press releases, eblasts write ups
- Negotiate and execute contracts with programmers
- Order food and supplies required for programs
- Assist with setting up programs
- Schedule staff to assist with hosting a program
- Work within our programming budget
- Record and report monthly attendance statistics
- Represent Quogue at Library Nourish Meeting
- Participate in professional development related to duties of this position
- Misc. duties and projects as assigned

BENEFITS AND SALARY

Full time salaried position.

Competitive salary based on experience, starting at \$22.00 an hour

NYSHIP health insurance, Fidelity IRA Retirement Plan

Paid vacation, sick and personal time.

Partial-tuition reimbursement.

REQUIRED QUALIFICATIONS:

- Minimum Associates degree with work experience
- Must have excellent people skills
- Planning and organization skills required
- Excellent verbal and writing skills required
- Team player, flexible, takes initiative, needs to work well with others
- Must be familiar with AV equipment, PA equipment, Zoom, tech savvy

CONTACT INFO

Please send cover letter and resume to the attn. of Susan McKenna, Library Director at info@quoguelibrary.org by October 15th, 2022

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90 Quogue St

Quogue, NY 11959

(631) 653 - 4224

CONTACT

To apply, please send your cover letter and resume to info@quoguelibrary.org

Quogue Library is an Association Library and is not subject to Civil Service Requirements.