

Town of Wellfleet

Job Announcement:

Library Outreach Coordinator
25 hours/week plus benefits
Deadline to Apply: 4:00PM on June 13, 2016.

Rate: \$21.50 / hour as of (7/1/16)

The Library is seeking a dynamic and creative individual to work as the outreach coordinator for the Wellfleet Public Library.

Main functions:

- Assist in organizing programming for library events;
- Provide outreach regarding programming by contacting media outlets, drafting electronic newsletters, providing regular social media updates, and other tasks related to promotion of events
- Oversee A/V equipment and set up/break down of library space for meetings and events which may involve moving heavy equipment; manage two seasonal, part-time employees to assist with this task
- Research and recommend new technology for the library.
- Provide assistance and training to for the public regarding use of such devices as tablets and smart phones, particularly as they relate to library technology, and assist the public in troubleshooting issues related to the public computer terminals
- Assist in managing parts of the library's website
- Perform duties at the circulation desk as needed
- Hours will vary depending upon programming; some evening and weekend hours are required.

Minimum Qualifications:

- Bachelor's Degree
- Minimum of one to three (1-3) years of experience using online resources, teaching and training, and providing outreach for a public services organization; or an equivalent combination of education and experience
- Experience in graphic design
- Ability to communicate both orally and in writing

To apply please submit a cover letter and resume along with a completed and signed Town of Wellfleet Employment Application to: Jennifer Wertkin, Library Director at Jennifer.Wertkin@wellfleet-ma.gov by 4:00PM on June 13, 2016.

An application can be found on the Town of Wellfleet website at www.wellfleet-ma.gov under the employment tab.

If you prefer you can mail your application to: Jennifer Wertkin, Library Director, 55 West Main Street, Wellfleet, MA 02667. The Town of Wellfleet is an Equal Opportunity Employer.