



Peace River Municipal Library

Art Gallery • Meeting Space • Computers • Study Room • Café Area

EMPLOYMENT OPPORTUNITY

The Peace River Municipal Library & Art Gallery is seeking a full time (35 hours/week) Programs Coordinator. Reporting to the Library Director, the Programs Coordinator is responsible for the development, promotion and facilitation of library programs available to the community. The successful candidate will be working with patrons of all ages from infants to seniors. Independent work as well as team collaboration is a necessity in this role. This is for those who enjoy change, are adaptable, creative and organized. If you would like to change the face of your community through great programming, please apply.

Preference will be given to candidates who possess:

- Supervisory experience with skills in directing, coaching, training, and delegating.
- Post-Secondary Education in a Library Science, Social Science, Education, or a related field.
- Experience in program development/planning is an asset.
- Ability and willingness to work flexible hours, and be present for library programs and meetings.
- Ability to promote library events and activities through social media and conventional methods.
- Active within the community as well as experience with or as a volunteer.
- Excellent communication skills with the ability to communicate effectively in verbal and written form.
- Ability to consult and collaborate with independent community agencies regarding program matters.
- Strong time management, organizational and problem solving skills with the ability to conscientiously meet deadlines.
- Ability to function efficiently in Microsoft programs Including: Word, Outlook, Publisher and Excel.
- Valid driver's license with access to a reliable vehicle.
- Cell phone.

Successful candidates will be required to:

- Provide a Criminal Record Check and vulnerable sector search deemed satisfactory by the RCMP.
- Provide a clear Intervention Check from Alberta Child and Family Services.
- Provide proof of a valid Driver's License and have access to a reliable vehicle.
- Provide at least two work references and one personal reference.

The Library appreciates the interest of applicants; however only those applicants who are selected for an interview will be contacted.

Interested applicants are invited to submit a detailed resume and cover letter by **5:00pm on January 26, 2018** referencing **Programs Coordinator** to:

Library Director
Peace River Municipal Library
9807 97 Avenue, Peace River, Alberta T8S 1H6
Email: director@prmlibrary.ab.ca
Fax: 780 624-4086