NORWALK PUBLIC LIBRARY

46 WEST MAIN ST., NORWALK, OH 44857

419-668-6063

The Norwalk Public Library is looking for its newest team member!

Position Summary: (Programming Specialist) Assists with public programming, outreach, technology, and promotional events. This position requires unbridled enthusiasm and a genuine love and understanding of our library patrons' unique interests and needs. This motivated, energetic individual will also be responsible for coordinating events with management, planning, and executing programming that is educational, entertaining, and engaging for patrons Circulation duties and tasks to assist patrons with library services will also be required.

Education and Experience:
A combination of education and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 2 years public library programming experience. An associate degree or equivalent course work is highly preferred. Employee will have familiarity with current events and trends, readers advisory, and Microsoft Office Suite.

Characteristics of the Desired Applicant: Must have a passion for public libraries, must be an outgoing, friendly person with a great sense of humor, should be able to tolerate working in complete silence and mass chaos, comfortable with corny jokes and laughter. Organization, public speaking, and programming experience will contribute to being a successful team member.

The Good Stuff: $14 per hour; vacation, sick leave, personal leave, paid holidays, OPERS, and medical insurance.
37.5 hours per week- Variable schedule must be able to work days, evenings, and Saturdays
Email Resume and Cover Letter to the Director, Stacey Church
stacey.church@norwalk.lib.oh.us
or if you prefer to apply online, posting is available on Indeed.