Job Opening

Program Assistant,
Deborah Rawson Memorial Library
Jericho, VT.

Program Assistant to help with Youth and Adult Programming 15 hours /week, 16.50 an hour

We are looking for a public library enthusiast who enjoys working with people of all ages, is detail oriented, creative, and likes a variety of tasks. The assistant will be responsible for making and distributing flyers, creating the monthly newsletter and calendar of events, assisting with youth programs, planning/attending adult programs, work the circulation desk Thursdays from 10-12. and other duties as needed.

Extra hours may be available at the circulation desk as a substitute.

Your time must be flexible to include possible day, weeknight and weekends. Schedule will be known in advance.

Skills:

• Must be proficient with Microsoft Word and Publisher.
• Must have technical abilities to use, computers, Owl Pro, Zoom, LCD Projector, DVD player and soundbar.
• Must know how to use Mail Chimp, Google Suite, WordPress and Canva.
• Must have Social media skills to use Facebook, and Instagram.
• Must have excellent computer skills.
• Must have excellent organizational, written and oral communication skills.
• Graphic design experience preferred.

Please send a cover letter, resume and three references to the library by March 31st.

Deborah Rawson Memorial Library
8 River Road
Jericho, VT 05465
Or email drawsonmemlib@gmail.com