

Ridgefield Library Association

Job Title: Adult Programming Assistant (LTA II)

Reports to: Adult Program Coordinator

Purpose: Supports the successful operation of the Library in offering a wide variety of high quality, diverse and relevant programs for adults. Performs administrative duties to help plan and execute programs as part of the Adult Services team. This position operates under the day-to-day direction of the Adult Programming Coordinator and the direct supervision of the Adult Services Department Head and is also expected to use independent judgment.

Duties & Responsibilities:

- Supports the Adult Programming Coordinator in planning a robust schedule of in-person, hybrid and virtual programs for adults.
- Assists with and executes in-person, virtual and hybrid programs, including managing or coordinating technology needs, room set-up and clean up tasks.
- Assists with the promotion of programs, under the direction of the Adult Program Coordinator and in coordination with the Communications Assistant.
- Performs other duties as assigned.
- Maintains a safe and welcoming environment.
- Maintains a professional demeanor in all interactions.
- May assist with special projects, as assigned.

Knowledge & Skills

- Excellent organizational and time management skills.
- Excellent verbal and written communication skills.
- Proficient in operating audio and visual technology for live and recorded Library events.
- Ability and desire to learn and master new and innovative technologies.
- Proficient in MS Office applications, including Word, Excel, Publisher.
- Proficient with email marketing software (such as Constant Contact).
- Proficient with online event calendar management.
- Proficient with virtual meeting platforms (such as Zoom).
- Proficient with graphic design (Canva experience highly desirable).
- Experience with social media platforms, including Facebook, Instagram.
- Ability to learn and adhere to all Library policies and procedures.
- Ability to work independently and as a team member.
- Ability to work with limited supervision.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.

Physical requirements:

- Ability to lift up to 40 pounds.
- Ability to push and pull carts weighing up to 80 pounds.

Qualifications:

- Three (3) years of experience in a related position (examples include working in a library, school or nonprofit organization; in communications, journalism, marketing or public relations); OR completion of a Bachelor's degree in a related field; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills and abilities listed above.
- Ability to work a flexible schedule which will include evening and weekend hours.