



**WOOD RIVER PUBLIC LIBRARY**  
326 East Ferguson Avenue  
Wood River, Illinois 62095

Phone: 618-254-4832  
Fax: 618-254-4836  
[www.woodriverlibrary.org](http://www.woodriverlibrary.org)

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## Assistant Director/Program Coordinator

### General Description

#### ABOUT THE JOB

This position will focus on many administrative duties, as well as program planning. The Assistant Director/Program Coordinator will engage in many duties throughout the community as well as provide general leadership for the library staff, helping coordinate the efforts of staff, and provide training when necessary.

The Assistant Director/Program Coordinator will work closely with the Director and other staff, and will be responsible for, but not limited to, the following tasks:

- Plan programs for adults, as well as college readiness events
- Prepare and issue appropriate online and print promotional materials including flyers, brochures, newsletters, posters, and advertisements
- Plan events for the community to draw and engage new and returning audiences
- Prepare grant applications for additional funding
- Prepares, administers, and monitors annual budgets
- Coordinate staff and volunteers
- Prioritize and monitor staff work activities
- Performs other duties as assigned within scope of responsibilities and requirements of the position

#### ABILITY TO:

- Develop and maintain relationships with community partners
- Purchase supplies
- Perform as a leader and a collaborative team member
- Exercise sound judgment and discretion in making choices on the spot
- Maintain a flexible approach to assignments and schedules
- Multi-task while remaining accessible and helpful
- Conduct outreach programs
- Must be able to concentrate on fine detail with some interruption
- Strong commitment to providing outstanding customer service

### PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Experience with event and project management
- Updated computer skills (Microsoft Word, Publisher, Excel, and Powerpoint)
- Social media experience (Facebook, Instagram, Pinterest)
- Familiarity and comfort with technology
- Ability to flex schedule to cover occasional evening and/or weekend programs/events
- Ability to speak to community groups and other public speaking engagements
- Attend continuing education events as assigned

### APPLICATION PROCESS

Resume, cover letter, and three letters of reference may be submitted in person or sent to:  
Wood River Public Library (ATTN: Lindsey Herron)  
326 East Ferguson Avenue  
Wood River IL, 62095.

**Applications will be accepted until position is filled.**