

POSITION ANNOUNCEMENT

EVENTS COORDINATOR – FULL TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. In 2016, over 100,000 people enjoyed library events - story times and children's events, computer programs, summer reading games, author visits, cooking demonstrations, and STEAM and STEM hands on learning. Our events are fun, learning experiences. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Events Coordinator is responsible for planning and coordinating system-wide programming and events for all ages in the seven branches of MCDL. Our ideal candidate is motivated, innovative, detailed oriented, possesses excellent oral and written communication skills and a team player. Candidate must be able to work independently, manage multiple projects at one time and work comfortably within a set budget. Are you the person we're seeking, someone who has big picture ideas and the energy to make them a reality, who will continue the tradition of quality events that people will travel the county to attend? If so, we'd love to hear from you.

QUALIFICATIONS:

Candidate must have a Bachelor's degree and experience in program/event planning or fundraising in a library, school, foundation, non-profit, etc. or an equivalent combination of education, training and experience.

WAGE:	\$17.85 per hour – commensurate with experience and in accordance with specified salary schedule Grade 9
BENEFITS:	Vacation, sick leave, holidays and group health benefits available; Public Employees Retirement System
HOURS:	Full-time; 37.5 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcdl.info Email to: human.resources@mcdl.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Open Until Filled

9/1/2017