

## Employment Opportunity- Part-Time Programming and Outreach Coordinator

The Hortonville Public Library is currently seeking a positive individual with a strong work ethic, a passion for service, and a willingness to serve in a newly-created Programming and Outreach Coordinator position. Duties will include developing and executing library programming and outreach, assistance the Library Director with administrative tasks, and circulation desk assistance as needed. A basic understanding of technology, organizational skills, and money handling is required. The hiring wage begins at \$17.00 per hour. Schedule will consist of 20 hours per week, including evenings, and Saturdays on a rotating schedule. A high school diploma is preferred. Preference will be given to candidates with experience in community programming and community outreach.

Applicants **must** submit all of the following materials for consideration:

- Cover letter
- Resume
- Application form (download the document on our website or stop by the library)

Materials should be addressed to Allie Krause, Library Director, and can be dropped off in-person at the library, or emailed to [akrause@hortonvillelibrary.org](mailto:akrause@hortonvillelibrary.org).

Applications will be accepted until the position is filled.