Rensselaerville Library

Job Opening

Program Manager

**Job Description:** This position involves the development and supervision of programming for our new library annex, as well as program support in the Rensselaerville hamlet library. The Program Manager will work with the Library Director to plan, schedule, oversee and assess library programs with a particular focus on seniors and young children. The programming will be developed to meet the needs of our library patrons. Programs may include author talks, musical events, digital literacy, health and safety information, medical and legal services. The Program Manager will also work to partner with outside community organizations to provide additional support services. The Program Manager will be responsible for the marketing, budgeting and assessment of programs. While much of the work can be done remotely with on-site library staff available to execute library programs, the position will require the Program Manager to support staff and be present to oversee specific programs and events.

**Required Skills and Abilities:** This position requires experience developing and managing programs, experience developing and managing budgets, strong marketing and interpersonal skills, particularly tact and courtesy in dealing with the public, strong computer skills and familiarity with other types of technology, a good sense of humor, and a positive work attitude.

**Qualifications:** Applicant should have 3-5 years of experience coordinating programs and managing budgets.

**Work Schedule:** This position is for 8-10 **hours per week with a minimum of 3 hours on-site. The position** requires availability during the day on Wednesdays and Saturdays to meet the needs of the new library annex.

**Pay Rate: Commensurate with experience**.

**Applicant information:**

A resume, and a cover letter reflecting your interest to work at the library will be accepted until February 15 or until filled. Applications can be mailed to the address below, emailed, or submitted in person at the library.

Submit your completed application to:

Patrick Wynne

Rensselaerville Library

P.O. Box 188

1459 County Route 351

Rensselaerville, NY 12147

(518)797-3949

[director@rensselaervillelibrary.org](mailto:director@rensselaervillelibrary.org)