

Program and Event Assistant

Desert Foothills Library

Nestled in the foothills of Cave Creek, Desert Foothills Library is a dynamic and cherished community asset. The Library offers free library cards to all Maricopa County residents and thrives because of individual community members' generous financial support. With 22,000 square feet of books, audiovisual materials, meeting and study rooms, a large used bookstore, demonstration kitchen, a beautiful waterfall terrace with mountain views, the Library is a wonderful place to learn, relax, visit with friends and work. Innovative and creative staff host more than 2,500 programs annually and 100 community members give their time as volunteers to ensure patrons get personalized, friendly service.

Summary

We are looking for a professional who is passionate about ensuring a positive user experience for library members, volunteers, and staff. As Maricopa County's only non-profit, public library, you will have the unique ability to innovate quickly to create meaningful and personalized experiences for residents. Successful programming and event coordination are the pillars of library service as well as the cornerstone for a *third place* for Desert Foothills Library's community. Reporting to the Executive Director, you will be responsible for assisting the Adult Program Coordinator by collaborating, co-planning, and executing programming and special events that are educational, entertaining, and enriching for our adult members.

Essential Functions

- Work closely with Adult Program Coordinator and Youth and Teen Librarian to ensure seamless scheduling and alignment of all programming and special events.
- Co-plan and assist with all aspects of overseeing special events, room rentals scheduled at the Library.
- Co-plan and assist in creating and executing programs, presentations, workshops, and participatory experiences for adult patrons.
- Partner with Adult Program Coordinator to prepare descriptions and promotional material for press releases and program catalogue: *Information Highways*.
- Collect statistics for all programs and events and work closely with Bookkeeper to prepare monthly data submitted to the Executive Director for Board Reports.
- Communicate effectively with individuals, companies, vendors, non-profit organizations to rent rooms or create profit sharing programs and events.

Preferred Qualifications

- Ability to establish and maintain positive and productive working relationships with staff and the public to achieve overall library goals.
- Ability to successfully manage projects, organizational initiatives and efficiently meet deadlines.
- Ability to retain, abide by, and explain organizational procedures, process, policies and operations.
- Demonstrates learning agility and the ability to take risks and change course.
- Demonstrates excellent written and oral communication skills.

- Demonstrates proficient computer skills with the ability to learn and incorporate emerging technologies into daily work including use of online systems such as Library Calendar, Microsoft 365/Suite, Canva and monday.com (or similar project management software).
- Flexibility to work evenings and weekends.
- Hold a valid AZ driver's license.

Hourly Rate

This position is in-person, part-time for up to 30 hours per week including occasional Saturdays
\$20.00 - \$25.00

Submission

Please submit a cover letter and resume to Executive Director, Dr. Debra Lay: dlay@dfla.org