



TOWN OF TRURO

P.O. Box 357, N.Truro, MA 02652

Town of Truro-Position Opening Event/Community Outreach Co-coordinator

The Truro Public Library is seeking candidates for a part-time contract position that will begin in March and end at the end of this fiscal year on June 30, 2014. Library website is www.trurolibrary.org.

The successful candidate will have a true interest in helping people connect with library services. Under the general supervision of the Library Director the candidate is responsible for developing and executing library programming, including, but not limited to, grant writing, correspondence, content creation on internet and social media, and all other related tasks as required or assigned.

The position requires flexibility in hours, including evenings and weekends. The successful candidate:

- Will have direct responsibility for developing and executing campaigns to better acquaint community stakeholders with library services, as well as to identify strategies for connecting with under-served community members.
- Will execute marketing campaigns via the internet and social media as well as print media.
- Will develop, produce and distribute public information materials.
- Will maintain schedule of library programming and events for all ages.
- Will assist the Library Director in compilation of data for short and long range planning.
- Will assist in patron services responsibilities.

Qualifications: Higher education degree required. Strong computer experience is required on key social networking platforms, using the Microsoft office suite and website maintenance. Experience developing programs and services for all ages, grant-writing, and web site development skills preferred.

Must have thorough knowledge of office practices and procedures. Must have strong written and oral communication skills. Substantial writing is required. Familiarity with grant writing is desirable. Must have the ability to work efficiently and communicate effectively both orally and in writing with the general public, library agencies, and regional and national speakers and performers.

Approximately 21 hours per week. Pay is \$17.92/hour. Completed applications, resume and three references should be submitted, by 2/28/14 to:

Tricia Ford, Library Director
Truro Public Library
PO Box 357
N. Truro, MA 02652
or to: tford@truro-ma.gov