



JOB POSTING

Permanent Program Coordinator

60 hours biweekly

The Rocky Mountain House Public Library is looking for an outgoing, community-minded individual to join our team and help deliver programs to a diverse range of community members. If you love to plan programs & events, help people find what they're looking for, and promote life-long learning, this is the position for you!

POSITION SUMMARY

Under the direction of the Library Manager, the Program Coordinator is responsible for assessing, developing, and facilitating library programming for community members of all ages. The Program Coordinator gives top priority to excellent customer service to all.

RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Duties

- Plans, delivers, and evaluates programs. May deliver programs outside the library.
- May assist in the identification of community priorities through community engagement and development techniques.
- Promotes the library and the programs through traditional and innovative means.
- Promotes the library's collection and services through planning, and creating displays, resource lists and other means as appropriate. May conduct promotions to outside organizations.
- Oversees the library's social media accounts to engage with the community and share library news.
- As delegated, assumes responsibility for the library in the absence of more senior staff. May act as person in charge of library facilities on regularly scheduled shifts.

REQUIREMENTS

Education: Post-secondary training in library & information technology and/ or a public relations/ communications diploma is preferred, or an equivalent combination of training and related experience.

Specific Knowledge & Technical Experience

- Knowledge of Social Media, Windows, Office, & Cloud software applications required
- Knowledge of groups, organizations and services within the community an asset
- Knowledge of information and readers' services work an asset
- Knowledge of graphic design, editing, and digital publication an asset

Please state whether the above application requirements are met in your resume and/or cover letter.

Starting Hourly Rate of Pay: \$23.40

Average of 30 hours weekly, Monday-Friday, plus vacation and benefits entitlements.

Variable hours including some evenings & weekends will be required.

Direct your cover letter and resume to Ben Worth at ben.armh@prl.ab.ca

Competition closes once a suitable candidate has been selected.

All appointments will be conditional on an acceptable criminal records check including a vulnerable sector search. More information will be provided at an interview.

Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

We thank you for your interest in employment with Rocky Mountain House Public Library, however, only those candidates selected for an interview will be contacted.

Posting Date: August 21, 2026