

Part-Time Adult Program Coordinator

In-Person Position



15 Hours a Week

Programming Duties

- Develop, initiate & implement programs & events for adults
- Publicize programs & events, both in-house and through traditional/social media outlets
- Perform outreach & advocacy in the community
- Assisting library patrons, as needed
- Other duties, as assigned when needed

Experience/Requirements

- Have working knowledge of Microsoft Office, webpages and social media
- Library work preferred

Other Requirements

- Background Checks & Clearances, COVID 19 Vaccination
- Evening and Saturdays, as needed by program schedules
- Physical requirements include program room set up/clean up

Please send, email or drop off a cover letter & current resume to:

Community Library of Castle Shannon

Attention: Heather Myrah

3677 Myrtle Avenue

Pittsburgh, PA 15234

myrahh@castleshannonlibrary.org