POSITION OPEN
Events & Programs Assistant
KENNETT LIBRARY
320 E. STATE STREET
KENNETT SQUARE, PA  19348
610-444-2702

POSITION: Events & Programs Assistant

BEGINNING SALARY: $15-$17.00 per hour

WORKING CONDITIONS: Part-time hourly position. Hours will vary weekly based on fluctuating library demand. Must be available to work a flexible schedule, which primarily includes early morning, evenings, and weekends.

APPLICATIONS ACCEPTED: Open until filled

POSITION SUMMARY

The Kennett Library is seeking a part-time Events and Programs Assistant. This role involves supporting the planning and execution of library events and programs, providing valuable hands-on experience in event coordination within a vibrant community setting.

Responsibilities:

1. **Event Support**: Under the guidance of the event and program coordinator, assist with the planning, setup, and coordination of library events and programs.

2. **Program Assistance**: Support the development and implementation of library programs, workshops, and activities for various age groups and interests.

3. **On-Site Coordination**: Provide on-site support during events and programs, including attendee registration, logistics management, and customer service.

4. **Promotional Activities**: Assist with promotional efforts for library events and programs, including distributing flyers, posting on social media, and engaging with the community to increase participation.

5. **Administrative Tasks**: Assist with administrative duties related to event and program coordination, such as data entry, scheduling, and communication with vendors and participants.

6. **Collaboration**: Collaborate with library staff, volunteers, and community partners to ensure the successful planning and execution of events and programs.
7. **Learning and Development:** Take advantage of learning opportunities and mentorship to develop event coordination, program management, and community engagement skills.

**Qualifications:**

1. Currently enrolled in college or university preferred, with a strong interest in event planning, program coordination, or related field.
2. Excellent communication and interpersonal skills, with the ability to interact professionally with diverse stakeholders.
3. Detail-oriented with strong organizational and time-management skills.
4. Enthusiastic and self-motivated, with a willingness to learn and contribute to the success of events and programs.
5. Availability to work evenings and weekends based on event and program schedules.
6. Proficiency in Microsoft Office Suite and basic computer skills.
7. Previous experience in event planning, program coordination, or customer service is a plus.

**Benefits:**

1. Paid internship with hourly compensation.
2. Hands-on experience in event coordination and program management within a community-oriented organization.
3. Mentorship and professional development opportunities.
4. Flexible scheduling to accommodate part-time hours and academic commitments.
5. Opportunity to gain valuable skills and make a positive impact in the community.

**APPLICATIONS:**

To apply, please submit a resume and cover letter explaining your interest in the Assistant Event & Program Coordinator position and relevant experience to Cstenta@ccls.org. Applications will be reviewed on a rolling basis until the position is filled. The Kennett Library is committed to providing equal employment opportunities to all individuals, regardless of age or educational background. We welcome candidates from diverse backgrounds and experiences to join our team.

*The Kennett Library is an Equal Opportunity Employer.*

All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.

The Kennett Library will make all reasonable accommodations in the application and employment processes.
Begin your journey here!