



TOWN OF NORTHBOROUGH

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TOWN OF NORTHBOROUGH EMPLOYMENT OPPORTUNITY

Part-Time Library Outreach Coordinator Temporary Position

The Northborough Free Library seeks qualified applicants for the temporary, part-time position of Library Outreach Coordinator. This is a part-time, 19-hour per week, temporary, non-benefitted position. Candidates must be able to work evenings and Saturdays. This person will assist the Library Director and the Health Director in the administration of health and wellness programming under the town's [Be Well Northborough](#) initiative. Duties include communication and outreach to Northborough residents regarding available programming. Planning, coordinating, scheduling, and staffing programs. Managing event registration, setup, breakdown, and evaluation. May be asked to provide coverage at library service desks as needed. Applicant must have strong organizational abilities, excellent communication and exceptional customer service skills. Applicant must have a High School diploma or equivalent (college degree preferred) and one to three years of related experience; or any equivalent combination of education, training, certification, and experience.

Please submit a letter of interest and resume via email to jbruneau@town.northborough.ma.us. Applications will be accepted until the position is filled. First review of applicants to occur on August 4, 2022. Salary is \$21.45/hr. The Town of Northborough is an Equal Opportunity/Affirmative Action Employer.