



ADULT PROGRAMS ASSISTANT (PART TIME)

New Canaan Library Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community.

Our Values

Lifelong learning

Community

Inclusion

Overview

This part-time position of up to 15 hours per week, including regular weekend and weekday evening shifts, reports to the Manager of Adult Programs.

Role Purpose

New Canaan Library is seeking a professional and extremely detail-oriented person to support the Adult Programming team. If you are comfortable executing administrative tasks with precision, capable of providing excellent customer service support for large-scale programs and dynamic enough to undertake other tasks as required to deliver a comprehensive community centered learning program, we encourage you to apply.

Responsibilities

- Administrative tasks including contracts, check requests, and calendar reservations
- Reports on programming-related data
- Flexible support at programs and events as needed
- Rapid response to communication over the phone and online
- Welcome guests and deliver introductions
- Creates registration pages on event calendar as needed
- Correspondence with external parties including for scheduling, transportation etc.
- Coordinating and delivering administrative tasks including contracts, check requests etc.
- Excellent assistance in the planning, development, and delivery of programs for adults
- Effective collaboration and engagement with other departments to enable delivery of seamless services to whole community

- Staying current with programming and community engagement activities in other nonprofits and libraries regionally and further afield

Skills & Attributes

- Well organized, detail-oriented and reliable
- Strong technical skills – i.e.: Microsoft office, Zoom, AV/IT set ups etc.
- Excellent Customer service ethos
- Team player with exceptional communication and interpersonal skills
- Self-starter who takes initiative and has excellent judgement
- Confident and capable Public Speaker

Competencies

- Strong customer focus
- Excellent judgment
- Excellent attention to detail
- Highly organized

Compensation

\$20 per hour