Program Coordinator  
Job Description  
May 15, 2009

Employer: Bozeman Public Library Foundation  
Supervisor: Foundation Director  
Compensation: $15,000 per year, .5 FTE, one-year contract position. Compensation based on skills and experience and contingent on continued funding. As a part-time, contract position, benefits will not be offered. Contract employee will be paid twice a month, on the 1st and 15th and undergo a six-month performance review.

Summary:  
The Program Coordinator will provide creative and administrative support for the development and maintenance of Library programs and services offered by the Bozeman Public Library Foundation. Working closely with the Foundation Director, Library Director, and Library Staff, this person will develop new programs; coordinate existing programs, services, and activities; and provide logistical support for special events.

General duties of the Program Coordinator:  
- Work closely with the Foundation Director to create new and innovative programs and imaginative fundraising events for the community, including marketing and promotional strategies.
- Arrange for speakers, presenters, and performers in accordance to programs.
- With Foundation Director, help set and stay within annual and program budgets and work closely with Administrative Assistant on financial matters, including managing requisitions and payments, expense reporting, invoicing, vendors, and grant requirements.
- Work with board members and attend board and committee meetings.
- With Foundation Director, arrange invitations, publicity, and promotional pieces when necessary, as well as update the Foundation’s website and Library calendar.
- Work with Library Department Heads and Staff to facilitate programs and services, including, but not limited to, helping to manage community rooms and storage areas; set-up and clean-up for Foundation programs and activities; and coordinating on-going programs with new initiatives.
- Other duties as assigned.

Required qualifications:  
- At least five (5) years experience in program development and implementation, including experience with culturally centered and educationally based programs and both adult and children age-appropriate programs to serve a community similarly sized or with similar constituents to the Gallatin Valley, preferably in a library or other equivalent institution
- Marketing experience related to planning, development, and promotion of programs.
- Non-profit experience, including working with boards, volunteers, and other staff
- Ability to work flexible hours, including some weekends, evenings, and work from home
- Proven skills working with the public and demonstrated ability to multi-task, work within a varied schedule, and maintain a positive attitude under stressful and/or high pressure circumstances
- Professional experience working with high level donors and maintaining confidentiality
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- College degree or equivalent experience
- Basic computer and Microsoft Office skills

Preferred qualifications:  
A working knowledge of the principles and practices of program development for Library services; experience with, or knowledge of, grantwriting, grant report requirements, and program evaluation specifically for grants; ability to think long-range to create a long-term vision for Library Foundation programming.

Successful candidate:  
The successful candidate will have the ability to perform the duties listed above; demonstrate effective oral and written communication skills; maintain effective working relations with the public both in person and over the phone, and with
library staff, library patrons, and Foundation donors; and represent the Bozeman Public Library Foundation and Bozeman Public Library to others in a professional and courteous manner.

To apply:
Submit a cover letter addressing the required and preferred qualifications listed above; a current resume; and the names, addresses, telephone numbers or email addresses of three (3) professional references. Please no phone calls or letters of recommendation. **All applications must be postmarked by May 25, 2009.** You may email (preferably as a pdf file) or mail your information to:

Paula K. Beswick  
Foundation Director  
[jobs@bozemanlibraryfoundation.org](mailto:jobs@bozemanlibraryfoundation.org)

or

Paula K. Beswick  
Foundation Director  
Bozeman Public Library Foundation  
P.O. Box 6242  
Bozeman, MT 59771

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