

TOWN OF TRUMBULL ADULT PROGRAMMER/PUBLIC RELATIONS



Salary: \$19.73 per hour
Hours: 19 hrs. per week (Schedule includes day, evening and weekend hours as required by library programs.)
Closing date: January 5, 2015

IMPORTANT INSTRUCTIONS FOR APPLYING:

Applications will be available online only.

Please to go www.trumbull-ct.gov to print the application and mail completed application to:

Town of Trumbull
HR/Civil Service
5866 Main Street
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to mmeier@trumbull-ct.gov.

SUMMARY OF JOB DESCRIPTION

Trumbull Library seeks customer service oriented individual to plan, market, and facilitate adult programs at Main Library. Qualified individual will be required to assist with special events, serve on One Book One Town Planning team, design and publish bi-monthly library print and eNewsletter as well as maintain mailing lists and keep statistics. He/she will work closely with Library Management team to develop activities and new programming based on Library objectives.

Minimum Requirements:

High School diploma or GED required with associate or bachelor's degree preferred.
At least one (1) year program and/or marketing experience in library, educational or non-profit setting.