

Assistant VP Programs:

The Friends of the Huntington Beach Public Library is looking for a highly motivated, enthusiastic volunteer to serve as the Assistant Vice President of Programs. This is an Executive Board level position and requires a commitment of 1 year.

Volunteer Responsibilities: Assistant in the coordination, planning and implementation of all FOTL author programs, special events and field trips. Be able to write and create marketing material for promotion of events, create event promotion timelines and manage event registrations. Training and mentorship will be provided.

Ideal candidates must be comfortable working in a fun, fast paced environment. Be comfortable writing and responding to emails in a professional and timely matter, meeting strict deadlines and working with a team.

- Must have excellent written and verbal communication skills
- Excellent organization and time management skills
- Excellent computer skills on multiple platforms including: Microsoft Word, Excel
- Knowledge of Canva, Eventbrite, MailChimp etc. is a plus, but not required. Training will be available for all applications used for marketing, social media and event management
- Be comfortable meeting strict deadlines
- Create marketing materials and promote events
- Coordinate event promotion across multiple platforms and social media working with other FOTL Board Members and HBPL staff
- Manage reservations for events
- Create quarterly Program's calendars/timelines
- Have a positive, leadership minded attitude and professional demeanor
- Willingness to learn new skills
- Brainstorm ideas for new and exciting events, upcoming authors and other programming ideas that are of interest to FOTL Members, Library patrons and the Huntington Beach Community

This is a fast paced, exciting and challenging position and an excellent opportunity to grow and develop skills in communication, marketing and event planning. Extensive training will be provided for qualified candidates.

Time commitment will be approximately 4-6 hours per week. In addition, attendance at monthly FOTL board meetings is required as well as attending all live and virtual programs, field trips and special events.