

The Mildred Stevens Williams Memorial Library (Appleton Library) is seeking a part-time (15 hours/week at \$18 - \$20/hour) Library Coordinator. The ability to communicate well, organize information, and work independently are necessary.

Primary Duties:

- The personal motivation to coordinate library volunteers and to interact positively with patrons and other members of the community.
- A working knowledge of general library principles and practices and the methods of their administration, application, and management, including cataloging and maintenance of the collection.
- Experience and facility with computers, including website maintenance, Facebook, and operating system updates and security.
- The ability to collaborate with Events Coordinator to bring relevant programming to the community.
- Maintain records and document compliance with regional and state organizations and programs.
- Must possess outstanding organizational skills, be detail oriented, independent, and flexible.

For more information please visit [appletonlibraryme.org](http://appletonlibraryme.org) and send an email with cover letter and resume to [appletonlibrarystaff@gmail.com](mailto:appletonlibrarystaff@gmail.com)