



Introduction & Application Timeline

The City and Borough of Wrangell will accept applications for the position of Library Programming Coordinator until position is filled. Applications and job descriptions are available at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929, or online at www.wrangell.com/jobs

Position Summary

This is a grant funded 2-year benefited position working 21 hours per week. Pay is set at Grade 12. The City & Borough of Wrangell is seeking a Library Programming Coordinator to plan, organize, and lead library programs and community events for all ages. This role also supports library operations, assists patrons, coordinates volunteers, and promotes programs through social media and outreach. Key responsibilities for this position are to develop and facilitate library programs and events; recruit, train, and coordinate volunteers; assist patrons with library services and technology; manage program logistics and promotion; and support library operations and maintain a welcoming environment.

Minimum Requirements

- High school diploma or equivalent; clerical/administrative experience preferred
- Strong organizational, communication, and interpersonal skills
- Experience with technology, computers, and customer service preferred
- Valid driver's license may be required

Application Process

Completed applications must be submitted to Megan Powell at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at mpowell@wrangell.com.

Disclaimer

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

