

**QUINCY PUBLIC LIBRARY  
POSITION OPEN**

**CLASSIFICATION:** Adult Events Specialist

**DEPARTMENT:** Information Services, Marketing and Events

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

Develops, coordinates, implements, reports, and evaluates programming activities for adults, participates in planning and implementation of community outreach events and library-wide campaigns, plans and creates displays, writes or assists with writing, implementation and reporting of grants. Performs other duties relevant to the position as assigned.

**QUALIFICATIONS:**

Bachelor's Degree preferred. Two years programming or related experience and/or training preferred. Demonstrated computer skills, including basic graphic design. Ability to lift, push, and carry moderate to heavy materials. Ability to work well with others, reliable, organized, self-motivated, good written and oral communication skills.

**RATE OF PAY:** \$15.00

**HOURS:** Part-time position, 20 hours per week with a varying schedule, including days, evenings, and weekends.

**APPLICATION FORMS AVAILABLE AT:**

Administration Office  
Quincy Public Library  
526 Jersey, Quincy, Illinois 62301

The Library is an Affirmative Action / Equal Opportunity Employer.  
Posted 6/5/2018