



The Grand Valley Public Library is accepting to fill the role of an experienced **Programs and Outreach Coordinator**. This position plays a key role in strengthening community connections, increasing library visibility, and ensuring that programs and services are responsive, engaging, and impactful.

The Opportunity

The Programs and Outreach Coordinator is responsible for the planning, facilitation, promotion, and evaluation of inclusive library programs for all ages. This position plays a key role in strengthening community connections, increasing library visibility, and ensuring that programs and services are responsive, engaging, and impactful.

Key Responsibilities

- Develop, coordinate, and implement innovative, inclusive programs and events for children, teens, adults, and families in alignment with the library's mission and community needs.
- Establish partnerships with local organizations, schools, businesses, and community groups to expand programming reach and impact.
- Manage program budgets, supplies, scheduling, and logistics.
- Ensure programs are accessible and welcoming to diverse populations.
- Create and execute marketing strategies to promote library collections, services, and programs across multiple platforms (print, website, email, and social media).
- Develop promotional materials including flyers, newsletters, press releases, and digital content.
- Maintain the library's online presence, ensuring timely and engaging updates.

What it Takes to do the Job

- Post-secondary degree or diploma in a related field required.
- A recognized library science or information studies degree or diploma is an asset.
- Food Handler Certification is an asset.
- Strong understanding of public library services, emerging trends, and technologies.
- Strong working knowledge of child development and child management
- Strong relationship skills in developing and maintaining partnerships with local organizations, schools, businesses, and community groups to expand programming reach, strengthen community engagement, and maximize program impact.
- Excellent communication, interpersonal, and organizational skills.
- Demonstrated commitment to equity, diversity, inclusion, and accessibility.
- Demonstrated flexibility and adaptability in responding to changing priorities, evolving program needs, and unexpected challenges while maintaining a positive, solution-focused approach.

Why Join Us

- **A Supportive and Collaborative Team:** Work alongside a dedicated team and engaged Library Board who are passionate about public service.
- **Make an Impact:** Join an incredible community hub full of innovation at a respected, community-focused public library.
- **Competitive Compensation:** Hourly range is \$32.92 to \$38.52, plus a comprehensive benefits package and OMERS pension, in partnership with the Town of Grand Valley.
- **Work-Life Balance:** Enjoy a permanent position consisting of a 30-hour work week, with flexible evening and weekend work to accommodate programming and library needs.

How to Apply: Are you ready to pursue this exciting opportunity? Email your resume in confidence by **Tuesday, November 4, 2026 at 5:00 p.m.** to Sarah McTaggart, Chief Executive Officer at programs@grandvalley.org.