

HAINES BOROUGH

HAINES, ALASKA

PUBLIC NOTICE

POSITION OPENING

Education/Cultural Coordinator

Haines Borough Public Library



The Haines Borough is seeking applications for the position of Education/Cultural Coordinator for the Haines Borough Public Library. This position is under the direct supervision of the Library Director and is responsible for developing programs, workshops and/or classes directly related to culture, life skills, and community outreach. This position requires good organizational skills, community outreach, a willingness and desire to assume many different tasks, and the ability to work with all age groups. Currently scheduled for 29 hours per week.

Minimum Qualifications: High School degree with relevant work experience. Must have advanced computer skills and knowledge of computer and library systems.

Preferred Qualifications: Bachelor's degree with relevant work experience. Advanced computer and graphic skills. Experience working with the public and making presentations.

Wage: \$16.70-17.70 per hour DOE. This is a union position subject to an initiation fee and monthly dues. Benefits include PERS retirement, SBS, personal leave and paid holidays.

Application Deadline: November 10, 2016 @ 5:00 PM.

Application Procedure: Submit via hand-delivery, mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov, the library, or by contacting:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231 ext. 31 or 36
Fax: (907) 766-2716
Email: jcozzi@haines.ak.us or afullerton@haines.ak.us