



## **Program Assistant**

The Community Library Association

### **POSITION INFORMATION**

**Title:** Program Assistant

**Type:** Part-time; non-exempt

**Schedule:** To be determined; approximately 16 hours/week

**Location:** Ketchum, Idaho

**Reports to:** Martha Williams, director of programs and education

**Compensation:** Minimum starting wage of \$20/hour

**Benefits for part-time position:** Voluntary vision, short-term disability, and dental plans

**Special Instructions:** Successful applicants must complete a criminal background check

### **THE COMMUNITY LIBRARY ASSOCIATION**

The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. The Community Library Association (CLA) is a non-profit cultural and educational institution supported in part by revenue from the Gold Mine Thrift and Consign Stores, and in part by private donations. As a privately-funded public institution, the Library provides broad access to a wide range of resources and services. Anyone can get a library card here for free! The Library includes robust physical and digital book collections, a vibrant slate of educational programs for all ages, computer and internet access, and the Center for Regional History, which includes the Wood River Museum of History and Culture and the historic Ernest and Mary Hemingway House and Preserve.

### **JOB SUMMARY**

The Program Assistant provides primary administrative support for the Sun Valley Early Literacy Summit as well as for other intensive Library programs as needed. The Sun Valley Early Literacy Summit is a multi-day annual program in June that provides professional development on the science of reading for teachers from around southern Idaho. The Program Assistant ensures smooth logistical operations and strong record-keeping for this growing program. This involves year-round work in managing the application process, providing communications around ongoing learning opportunities, collecting data from teachers, and organizing educational materials and resources for easy access by teachers.

### **DUTIES AND RESPONSIBILITIES**

- Work closely with other Library staff members and visiting scholars on all aspects of the Summit, the corresponding Reunion Day, and associated year-round learning opportunities, such as webinars.
- Develop and maintain a Sun Valley Early Literacy Summit directory of participating teachers as a tool for ongoing communications with alumni, tracking geographical areas and schools served, and collecting data on student outcomes.
- Manage the logistics of the application process.
- Order and organize materials for the Summit and the corresponding Reunion Day, as well as for webinars throughout the year.
- Coordinate with presenting scholars to prepare materials and organize take-away resources for the participants.
- Provide logistical and administrative support for other ongoing Library programs as needed, particularly multi-day programs and the Hemingway House writer-in-residence program. This includes tracking program data, assisting with communications, setting up program spaces, and other related duties.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Work is performed primarily indoors and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A moderate degree of public interaction is required for this position.

## **QUALIFICATIONS**

- Strong proficiency with multiple technology applications, including the MS Office environment (especially Outlook, Teams, and Excel), Zoom, and virtual learning platforms.
- Excellent organizational skills.
- Excellent written and oral communication skills.
- Bilingual skills in English and Spanish encouraged.

## **APPLICATION INSTRUCTIONS**

To apply, please send a cover letter and resume via [bringit@comlib.org](mailto:bringit@comlib.org). Please use the subject line "Program Assistant: First Name Last Name." Applications will be reviewed beginning on Tuesday, March 18. Please direct all questions to [bringit@comlib.org](mailto:bringit@comlib.org) or 208-806-2640.