



Program Associate

Department of Programs and Education

POSITION INFORMATION

Title: Program Associate

Job Type: Part-time Non-exempt

Location: Ketchum, Idaho

Reports to: Martha Williams, Director of Programs and Education

Compensation: Minimum starting wage of \$25/hour

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

Special Instructions: Successful applicants must be able to 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 strives to promote literacy, encourage community conversations, provide contemplative space, foster creativity, and deepen a sense of place in central Idaho.

The Community Library Association 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 Associate supports year-round adult programming, helping to develop and execute educational events such as author talks, presentations, panels, films, and multi-day seminars. The position also provides logistical support for the ongoing Writer-in-Residence program at the historic Ernest and Mary Hemingway House. The position works closely with the Program Director and collaborates with staff members across multiple departments. The position is 24 hours/week, with a schedule that may vary depending on programming needs. It includes regular evening hours.



DUTIES AND RESPONSIBILITIES

- Support development of adult educational programs and classes, including collaborations with a wide range of outside organizations; the annual community-wide Winter Read; and multi-day seminars such as the Ernest Hemingway Seminar, To Taste Life Twice creative writing seminar, and Sun Valley Early Literacy Summit.
- Help develop new ideas for free public educational programs.
- Evaluate and respond to program proposals and inquiries, in close communication with the Program Director, as they are received from community members and non-profit organizations. In doing so, maintain positive working relationships and a collaborative spirit with outside organizations and members of the public.
- Collaborate with speakers and partners to develop program descriptions for marketing and coordinate logistics, including presentation materials, lodging, travel, and set-up requirements as needed.
- Support ongoing management of the programming calendar, including adding new events, making updates as needed, and communicating changes.
- Support program execution, from room setup to welcoming attendees, introducing speakers, managing questions, and responding to speaker and patron needs.
- Learn and be able to operate lecture hall controls for programs, including audio, video, lighting, projector, and livestreaming and recording software.
- Manage archive of recorded programs and create livestream links for upcoming events.
- Support Writer-in-Residence program at the Hemingway House by providing information to writers before their residencies, welcoming them and providing logistical support during their residencies, and supporting ongoing communication and publication-tracking after their residencies.

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 high degree of interaction with the public is required of this position.

REQUIRED QUALIFICATIONS

- A bachelor's degree or equivalent work-related experience.
- Excellent organizational skills and attention to detail for providing logistical support for a wide range of programs.



- Excellent verbal and written communication skills for coordinating between staff members, presenters, organizational partners, and members of the general public.
- Demonstrated ability to work independently.
- Ability to work a flexible, part-time schedule.
- Experience or interest in using audio/visual equipment.
- Proficiency in, or willingness to learn, Microsoft Office, WordPress, Constant Contact, and design tools such as Canva for simple graphic design tasks.
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the Library's aims.
- Bilingual skills in English and Spanish are advantageous.

APPLICATION INSTRUCTIONS

The application period is open Friday, September 25, 2026, to Friday, October 23, 2026.

Interested candidates should submit a cover letter, resume and three professional references as pdf attachments to bringit@comlib.org using the subject header "Job Title_First Name Last Name". Please direct all questions to Yira Massey, director of operations, at the aforementioned email.