



MINOA FREE LIBRARY

242 N. Main Street, Minoa, NY 13116 • 656-7401 • Fax 656-7033

The Minoa Free Library, located in the Village of Minoa in eastern Onondaga County, has a part-time Program Manager position available.

We are looking for a Program Manager to be responsible for organizing adult and children's programs and activities for our organization. You will be tasked with developing, promoting, and supervising programs to support the library's strategic direction, as well as creating and managing long term goals. The position requires: strong customer service skills; flexibility; a positive attitude; excellent organizational and communication skills; an understanding and ability to work with people of all ages; and a good working knowledge of and comfort with current technology and trends.

Hours: Flexible. The Program Manager will be expected to work 10-15 hours/week, maximum 40 hours/month; days and evenings depending on program times. Salary is commensurate with experience.

Interested candidates should email a cover letter and resume to Laura Ravera at lravera@minoalibrary.org by June 30 for consideration. Please specify in subject line: Program Manager position.