

Adult Services Coordinator

Category: Adult Services Coordinator

Is Full Time: Yes

Adult Services Coordinator

Location: Bridgeport Public Library, Bridgeport, WV
Position Type: Full-Time | Includes Evenings & Weekends
Salary: Starting at \$43,300
Application Deadline: April 30, 2025

Make a Difference in Your Community

Are you passionate about lifelong learning, community engagement, and creative programming? The Bridgeport Public Library is seeking an enthusiastic and innovative Adult Services Coordinator to lead our adult programming efforts. Join our vibrant Programming, Outreach, and Marketing team and help us connect adults in our community with resources, education, and meaningful experiences.

What You'll Do

As the Adult Services Coordinator, you'll:

- Plan, promote, and lead engaging events, workshops, and classes for adult patrons.
- Drive technology education initiatives and support digital literacy.
- Represent the library at outreach events, including local organizations and long-term care facilities.
- Design marketing materials and assist with promotional campaigns using tools like Canva and social media.
- Supervise volunteers and collaborate with staff across departments.

You'll also get the chance to learn new tech tools (like 3D printers and sewing machines), build community partnerships, and make library services more accessible and exciting for adults in our area.

We'd Love to Hear From You If You Have:

- A Bachelor's degree
- A valid driver's license and comfort driving the library's outreach van
- Experience (or interest!) in event planning, public speaking, and community engagement
- Skills in Microsoft Office, Canva, and social media platforms (Facebook/Instagram)
- Creativity, professionalism, and a passion for public service

Library experience is a plus, but not required — we value energy, creativity, and a willingness to learn!

Perks of Working With Us

- A supportive, collaborative team environment
- Flexible schedule including evenings and weekends
- Opportunities for professional development
- Meaningful work that makes a real impact in the community

Ready to Apply?

Submit your resume on Indeed or to hr@bridgeportwv.gov by April 30, 2025.

Join us in building an inclusive, dynamic adult programming experience at the Bridgeport Public Library. We can't wait to meet you!