



Position Title:	Program Coordinator & Digital Media Specialist–Capacity Building	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Gelnett Memorial Library	Date Submitted:	
Site Address:	1 North High Street Selinsgrove, PA 17870	Travel Required:	No
Compensation:	Living Stipend - \$5000 Education Award - \$1824.07	Service Term:	May 13, 2024-August 3, 2024
Host Site Supervisor:	Mitch Alday, Assistant Director	Email:	mitch.alday@snydercountylibraries.org
Phone:	570-374-7163	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
Member Position Summary			
<p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p>			
<p>At Snyder County Libraries, we are searching for a dynamic and organized Program Coordinator & Digital Media Specialist to enhance our team. In this role, you'll spearhead the coordination of events and programming while also managing our digital media presence. Your duties will include managing event calendars, crafting engaging content for our website and social media platforms, and ensuring seamless communication with our community. As an AmeriCorps Member, adherence to our Prohibited Activities policy and clearance for working with Vulnerable Populations is mandatory.</p>			
Duties and/or required training			
<ol style="list-style-type: none"> 1. Manage and update calendars for events and programming, ensuring accurate and timely scheduling. 2. Coordinate logistics for events and programs, including venue booking, equipment setup, and participant registration. 3. Develop engaging content for the organization's website, social media accounts, newsletter, and other digital platforms which will promote events, programs, and community initiatives. 4. Monitor and respond to inquiries, comments, and messages on digital media platforms to foster community engagement and address concerns. 5. Collaborate with team members to generate innovative ideas for promoting library services and resources through digital media channels. 6. Regularly analyze website and social media metrics to assess the effectiveness of content and campaigns, making recommendations for improvement. 7. Stay informed about current trends and best practices in digital media and event coordination to enhance organizational outreach efforts. 			

Prohibited Activities			
<p>To comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:</p> <ol style="list-style-type: none"> a. Attempting to influence legislation. b. Organizing or engaging in protests, petitions, boycotts, or strikes. c. Assisting, promoting, or deterring union organizing. d. Impairing existing contracts for services or collective bargaining agreements. e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office. f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials. g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing. h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities. i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive. j. Providing abortion services or referrals for receipt of such services; and k. Such other activities as the Corporation may prohibit. 			
Minimum Qualifications (Academic, Physical or Experience)			
<ul style="list-style-type: none"> • Driver's license and reliable vehicle • Love of people and libraries • Customer service skills • Basic computer/internet savviness • Ability to communicate with all social and economic backgrounds • Ability to work independently and with others • High school diploma or GED 			
Proposed Weekly Schedule and Required Number of Hours per week.			
<ul style="list-style-type: none"> • 7-8 hours per day, between 9 am and 7 pm Monday through Thursday and between 9 am and 5 pm on Friday and Saturday. • The libraries are periodically closed for holidays. • Member is expected to be able to provide service throughout summer months. 			
Will the member be serving vulnerable populations (children, youth, elderly, disabled)?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<i>I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.</i>			
Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	
Signature of AmeriCorps Staff:		Date:	