



JOB DESCRIPTION



Projects & Special Events Coordinator (Administrative Assistant 8)

Division: Administration	Primary Location: Main Library	Nonunion
Classification:	Paygrade: 38P	\$65,181 - \$85,301
FLSA Status: Exempt	Full time (40 hours/week)	Last Revised: October 2025

GENERAL STATEMENT OF DUTIES

The Projects and Events Coordinator plays a key organizational and operational role at the Worcester Public Library, supporting system-wide initiatives, outreach, and public events, while overseeing administrative support activities. This position reports directly to the Executive Director and collaborates closely with library departments including Youth Services, Adult Services, and Borrower Services to assist in the coordination of projects and special initiatives that enhance community engagement and public service delivery.

The Projects and Events Manager serves as a primary point of contact for both internal and external partners on matters related to system-wide programs, major events, and departmental projects. This position will play a central role in advancing the Executive Director's priorities by ensuring projects are carried through to completion, maintaining smooth internal communications, and managing select administrative responsibilities.

The successful candidate will demonstrate strong organizational, project management, and event coordination skills, with the ability to manage multiple priorities in a dynamic public-facing environment. They will possess excellent written and verbal communication skills, a collaborative spirit, and the discretion to handle sensitive matters with professionalism. Experience working with diverse communities in an urban setting is essential.

Schedule will include evenings and weekend hours and working at multiple locations.

Bilingual applicants are encouraged to apply

DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and support library-wide events, programs, and outreach initiatives in collaboration with multiple departments and community partners.
- Assist the Executive Director with special projects, communications, scheduling, and reporting as needed.
- Support Youth, Adult, and Borrower Services departments on designated projects, including scheduling, logistics, and interdepartmental coordination.
- Serve as a liaison between the Executive Office and internal and external stakeholders, including City departments, partner organizations, and the Library Board of Directors.
- Prepare reports, agendas, correspondence, and documentation for meetings, events, and special initiatives.

- Ensure effective project timelines, event plans, and program logistics are executed efficiently and inclusively.
- Screen calls and on-site inquiries concerning library management, answers inquiries or refers to appropriate staff
- Provide a bridge for smooth communication between the Executive Director office and internal divisions demonstrating leadership to maintain credibility, trust and support with the senior management staff
- Work with highly sensitive and confidential information with a high degree of integrity and judgement
- Serve as secretary to the Board of Directors and its committees
- Attend meetings as appropriate often outside of regular work hours
- Coordinate and schedule conference rooms and meeting spaces in accordance with the Meeting Room Policy Guidelines
- Assist with payroll and accounting functions
- Interpret library services and policies to patrons in a clear and courteous manner
- Actively participates in staff development and training opportunities
- Performs other duties, as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Project Management Skills which include strong organizational skills, ability to manage multiple projects, meet deadlines, and effectively manage stakeholders (internal and external).
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Ability to make independent decisions as they relate to planning, prioritizing and organizing a diversified workload
- Proficiency in MS Office Suite
- Knowledge of parliamentary procedures and minute taking
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Finance and budget administration skills
- Event planning skills
- Excellent interpersonal, written, and verbal communication skills
- Ability to convey concepts, ideas, and requirements to staff in a clear and professional manner
- Ability to provide excellent customer service to a diverse population in an urban environment
- Demonstrated professionalism and strong dedication to organizational goals and values
- Ability to embrace opportunities to learn in a fast-paced changing environment
- Proficiency in current and emerging technologies
- Knowledge of the principles and correct usage of the English language including grammar, punctuation, and spelling
- Ability to maintain confidentiality
- Ability to attend meetings outside of regular working hours
- Regular onsite attendance is required

BACKGROUND REQUIRED

Minimum Requirements

- Bachelor's degree in Business, Communication or Public Administration or related AND;
- Three (3) years of experience in project management or event planning OR;
 - An equivalent combination of education, training, and five (5) years of project management or event planning experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Ability to travel to required locations in a timely manner
- Ability to successfully pass CORI/SORI

Preferred Qualifications

- Five (5) years of experience in project management or event planning
- One (1) year customer service experience
- One (1) year experience working with a diverse, urban population
- One (1) year experience in community public service work

Physical Requirements

- Ability to push book cards and bins loaded with library materials
- Ability to reach and retrieve books at high and low shelf heights
- Ability to perform bending, stooping, lifting, pushing and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time.
- Ability to move or lift up to 50 lbs.
- Ability to stand, sit and move for prolonged periods of time

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **OPEN UNTIL FILLED, applications received prior to or on FRIDAY, NOVEMBER 14, 2025, will receive preference** To: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference given to Worcester Residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources, 508-799-1030, Hiring@Worcesterma.gov.**