

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**FULLER CREATIVE LEARNING CENTER ASSISTANT**

**Pay Grade 30 (\$39,514-\$47,026)**

**Union Local 15509 Steelworkers**

Under the supervision of the Coordinator of Learning and Discovery, provides assistance in creating, promoting and conducting learning opportunities for children and adults.

**Responsibilities (intended to be representative and not necessarily inclusive):**

- Schedule programs, performers/instructors, and maintain a calendar of all events
- Prepare promotional flyers, oversee the registration process, and record and organize statistics
- Conduct programs in your areas of expertise/skill
- Make insightful and beneficial contributions to the Center's roster of programs and services
- Oversee volunteers and the Fuller Aide
- Utilize technology, including new and emerging technology
- Take part in outreach and promotional opportunities at other library locations and around the city. Occasionally work at other library branches
- Apply independent judgement and make decisions
- Work cooperatively and extensively with the public, volunteers, staff, other city departments and community partners
- Develop and cultivate connections with local community organizations
- Open and close the building when needed
- Position includes evening and weekend hours
- Substitutes for Coordinator as necessary

**Desired Abilities, Knowledge and Skills**

- Computer and Tech Literate
- Exceptional customer service
- Organization and maintenance of public programming

**Minimum Qualifications**

- High School diploma required, Bachelor's Degree preferred
- Public library experience preferred but will train the right candidate

**EXAMINATION WEIGHT**

100% Oral

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)



*Application and resume must be submitted no later than September 8, 2022, by 4:00 p.m.*

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Posted 08/23/2022