

McIntosh Memorial Library Job Posting 12-09-24

Digital Learning Coordinator

The McIntosh Memorial Library in Viroqua, Wisconsin is seeking a highly motivated individual to fill the position of Digital Learning Coordinator. Under the guidance of the Adult Services Director the person employed in this position will advertise and facilitate basic computer classes to those in underserved populations.

Key responsibilities of the position include, but are not limited to:

- Facilitates basic computer workshops inside and/or outside the library using materials from the Public Library Association.
- Markets and promotes computer workshops.
- Engages with a minimum of thirty learners by May 30, 2025.
- Create surveys to distribute at workshops.
- Attends training webinars as needed.

Qualifications include:

- Experience facilitating basic computer skills to inexperienced users.
- Experience with community outreach
- Effective communication and marketing skills

This is a grant funded position from January-May 2025. The employee will work a maximum of 180 hours at \$25 per hour for a total salary of \$4500. This is a temporary position. Benefits are not available. The City of Viroqua is an equal opportunity employer.

Interested applicants should visit <https://mcintoshmemoriallibrary.org/employment/> to view the job description and application process. Please submit a cover letter, resume, and completed City of Viroqua job application to Library Director Trina Erickson at t.erickson@wrlsweb.org Applications will be accepted until the position is filled.