

Librarian II – Literacy Program Coordinator, Nevins Memorial Library

The Nevins Library is seeking to fill a Full Time Librarian II-Literacy Program Coordinator position beginning in December 2026. The Nevins Library is a private non-profit organization that serves as the public library for the City of Methuen, a diverse community of 54,000. This position is responsible for the planning and execution of our English Language Literacy Program works closely with the Head of Reference Services. The Literacy Program Coordinator is responsible for training tutor-volunteers, matching tutors to students, testing student progress, facilitating Conversation groups, and is heavily involved with grant writing, reporting, and management. This position works closely with the Library Leadership Team, and can have supervisory responsibility for the building, staff and patron safety, as scheduled and as needed. This position works a flexible schedule, including some nights and Saturdays as necessitated by program scheduling needs. This position reports to the Assistant Library Director, and is primarily grant funded.

Qualifications

- A minimum of 3 years of appropriate experience serving a diverse, evolving community
- Flexible, self-motivated individual with teaching, budgeting, grant writing, and technology experience
- Ability to work independently, within the larger Library team
- Effective problem-solver with significant leadership skills
- Ability to work within the framework of Library policies and practices to provide excellent customer service
- All Nevins Library employees must pass a background check
- Understands and respects people of all ages, cultures, and backgrounds
- Applicants with a native language other than English are encouraged to apply

Hours: Full-time, 35 hours per week, includes nights and weekends. Flexible hours, as necessitated by program scheduling needs, exempt employee.

Minimum Education: A Master's degree or other education in relevant field and/or other experience or skills that relate directly to this work

Salary: \$55,000-\$57,000 annually

Benefits: Paid Time Off and Holidays, Health, Dental, Vision and Life Insurance Options. Employees of the Nevins Library are not eligible for participation in the MA State Retirement System, but do contribute to Social Security and may participate in a 403b employer match retirement savings plan.

How to Apply: Please email a cover letter and resume (preferably in one file) to Amy Dorsheimer, Assistant Director Nevins Library at adorsheimer@nevinslibrary.org OR drop off to 305 Broadway, Methuen, MA 01844 Attn. Amy Dorsheimer

Interviews begin October 7

Position Start Date: December 2026

The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.