



## Bilingual Program Specialist- Part-Time

Do you have a passion for serving diverse communities and creating inclusive, engaging programming? Are you fluent in both English and Spanish and excited to help connect people with the resources they need? If so, we'd love to meet you! The St. Charles Public Library is looking for a **Bilingual Program Specialist** to join our Adult Services team. This role will help bridge language and access gaps while creating welcoming, impactful programs for our community.

This is a Part-Time/Non-Exempt Position - Schedule: 19 hours a week, in person, with one evening a week and every one weekend in five.

### Essential Functions:

- Develops and provides culturally relevant and bilingual programs that support literacy, digital skills, workforce development, and community engagement both in and outside the Library.
- Serves as liaison to Spanish-speaking community members and organizations, coordinating programs and building partnerships that expand access to library resources.
- Provides reference, reader's advisory, and technology assistance in both English and Spanish.
- Assists patrons with the use of library resources, collections, systems, and services across all formats.
- Supports outreach efforts by promoting library programs and services to Spanish-speaking audiences.
- Assists with event logistics, including registration, marketing support, and coordination of volunteers for bilingual or Spanish-language programming.

### Qualifications:

- Fluent in English and Spanish, with strong communication skills in both.
- Associate's degree or Library Technical Assistant (LTA) certificate required.
- At least 1 year of experience in a public service or customer service setting.
- Valid Illinois Driver's License required.

### Physical Requirements:

This position requires mobility within the library, stamina to sit, stand and walk for extended periods of time; strength to lift and carry up to 20 pounds and push carts that weigh up to 100 pounds.

**SALARY:** \$21.21 per hour minimum - \$28.28 per hour midpoint - \$35.35 per hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

### BENEFITS:

- Four (4) weeks of paid time off
- Two (2) Individual Holidays
- Optional 457b deferred compensation enrollment.

**TO APPLY:** Ready to embark on the next chapter of your library career? Please submit a cover letter and resume to [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org), Attention: Lizette Ayala, Adult Services Assistant Manager. Applications are available on our website: <https://www.scpld.org/>*The St. Charles Public Library is an Equal Opportunity Employer*