

Job Title:

Administration— Community Engagement Coordinator

Job Purpose:

To lead the library's community engagement and outreach efforts and activities; identify, build, and manage partnerships with community members, organizations, businesses, government officials, and other entities; provide active, strategic leadership for library-wide outreach activities and community relations.

Job Duties: (Percentages of work time are approximate)

Builds and maintains relationships and partnerships with community members, organizations, businesses, government officials, and other entities; provides support through resource sharing, referral, and coordination of services; coordinates outreach activities; leads cross-departmental Outreach Team (60% of the work time)

Develops, arranges, hosts, and evaluates library-wide events and community engagement opportunities; works with other departments to coordinate programs, events, and activities; assists with other departments' outreach efforts as needed. (25% of the work time)

Designs the plan of service for outreach activities; develops and implements activities to meet strategic plan goals for outreach and community engagement; prepares reports; gathers and provides feedback to management team on partnerships, outreach, and community relations activities; explores grant opportunities. (10% of the work time)

Performs other duties as necessary to support the library, such as: assists with fundraising activities; makes presentations to community groups; develops skills and knowledge through workshops, training, and work-related reading; serves as in charge of the library. (5% of the work time)

Work includes coordinating staffing for outreach and community relations activities. At least 60% of the work time is spent in contact with the public. At least 30% of the workday is spent in keyboard work. Bending, lifting, and carrying is occasionally required.

Required Knowledge, Skills, and Abilities:

Five years professional experience in public relations, community relations, or related field. Experience building positive community relationships. Knowledge of communication, publicity, and public relations techniques; experience in program planning and making presentations; knowledge of Microsoft Office applications.

Exceptional ability to communicate effectively, both orally and in writing, with patrons, staff, and outside organizations; work effectively and pleasantly with staff and patrons;

maintain flexible hours and reliable transportation for offsite responsibilities.

Ability to work independently, determine and adjust work priorities as needed and complete tasks in an orderly and timely manner; the ability to think analytically; attention to detail and accuracy in work; creativity; resourcefulness and initiative; good decision making; multi-task; plan successfully and accomplish objectives.

Ability to type and enter data into the computer; the ability to read printed materials and computer screens; the ability to bend, lift, carry, push, and pull required in job.