

Community Engagement Librarian (Full-Time)

Job Summary

Under the supervision of the Library Director, the Community Engagement Librarian develops and executes adult programming and educational opportunities; coordinates community outreach and public relations efforts; assists in the planning, administration, and execution of library fundraising activities; and provides reference and customer service support to patrons of all ages. Successful candidates must enjoy working with the public and learning new things, possess excellent communication skills and attention to detail, be self-motivated and patient, and commit to working collaboratively with staff, board members, volunteers, and community members.

Essential Job Functions

- Plans, develops, and executes a diverse array of adult events, programs, and educational opportunities; may lead discussion groups and/or provide group instruction.
- Provides support for fundraising and development activities, including, but not limited to, data entry, donor database management, mailings, special events, and grant writing.
- Manages traditional and social media to promote library participation in the community. Prepares and disseminates brochures, news releases, bulletins, posters and other public relations materials to promote library services. Maintains library social media presence and assists in updating information on website.
- Collaborates with and provides support for other staff members in planning and implementing programs for younger audiences.
- Collaborates with the Director to identify and implement library participation in projects with community partners and organizations, including opportunities to promote the library and/or educate the public in the use of library services.
- Provides reference, technology, and reader's advisory assistance to patrons in person, over the telephone, or via email using the library's collections and electronic resources; provides referrals to other libraries and organizations. Assists patrons in the use of all library resources.
- Implements all service policies and procedures.
- Works on special projects and other duties as assigned.

Supervision

- The Community Engagement Librarian is directly responsible to the Director.
- The Community Engagement Librarian may supervise Library Assistants and Volunteers in the absence of other supervisors.

Required Knowledge, Skills, and Abilities

- Excellent interpersonal and team-building skills; ability to foster a positive environment among library staff, board members, volunteers, and community partners.
- Ability to plan, organize, and coordinate time sensitive events and resources; skill in communicating new priorities in a fluid situation.
- Ability to work with people of all ages—including young children, teens, and adults.
- Ability to work independently and in a team environment.
- Ability to handle multiple projects and deadlines.
- Willingness to teach and learn new ways of doing things, including new technologies.
- Proven record of providing a high level of customer service.
- Knowledge of public library services and programs, including current technologies and trends.
- Strong commitment to public service and the principles of racial equity, inclusion, and social justice.
- Ability to understand, interpret, and implement library policies, procedures, and rules.

- Proficiency in desktop applications including MS Office and/or other graphic design programs and website software, and social medial tools.
- Skilled at using online databases and electronic resources. Experience with integrated library systems preferred.
- Ability to adapt to changing needs and resources and manage multiple responsibilities.
- Ability to maintain patron and donor confidentiality.

Physical Qualifications

Accommodations: Please note that reasonable accommodations may be made to enable qualified individuals with differing physical abilities to perform the essential functions of this position.

- Ability to perform duties in a busy office environment subject to continuous interruptions and background noises.
- Must be able to carry up to 20 lbs. and push/pull a loaded book cart weighing up to 200 lbs.
- Must be able to bend and stretch to reach low and high shelves.
- Must be able to stand for up to 3 hours.
- Vision and hearing at or correctable to "normal ranges."

Education/Experience Requirements

MLS Degree from an ALA accredited school. MLS candidates with commensurate experience will be considered. Prior experience working in libraries, program development, and/or fundraising preferred. Successful candidates must demonstrate practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools.

Schedule, Compensation, & Benefits

Full-time, 35 hours per week, including evening and weekend hours. Starting salary \$49,140, plus benefits.

To Apply

Email a cover letter and resume to Director Katie Huffman at khuffman@oldlymelibrary.org by Sunday, January 29, 10 pm.

Disclaimer

Nothing in this job description restricts the Old Lyme Phoebe Griffin Noyes Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description and schedule is subject to change at any time. The Old Lyme Phoebe Griffin Noyes Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.