

Job Posting – Outreach Specialist

Huntington City-Township Public Library

Purpose:

The Outreach Specialist is responsible for maintaining the library's presence in the community, marketing library services, managing Bookworm mobile services, and participating in community events. This position provides information about library services and programs to populations that may not be reached by traditional marketing channels. This position leads the development and implementation of strategies and programs for maximizing the reach of library services, specifically to under-served populations. This position works in close cooperation with the Communications Specialist and Librarians. Work is performed under the direction of the Library Director.

Hours: 40 hours per week including days, evenings and weekends

Examples of Work Performed:

- Plan, organize, and conduct library services for the community
- Collaborate with local organizations to provide programs and services
- Promote the library at community events
- Serve as a liaison to community organizations and other partners
- Seek out alternative sources of funds for programs such as grants, private donors, or service organizations
- Manage the operations of the Bookworm Mobile Library

Qualifications and Skills:

- Some secondary education required
- At least 2 years of experience in community service, customer service, marketing or other related field. Library experience is strongly preferred.
- Experience working collaboratively across community sectors
- Ability to present a professional image to the public
- Skill in talking to groups and individuals in a confident manner
- Skill in working with community partners in an enthusiastic and positive manner
- Ability to excel as a productive and positive team member
- Ability to communicate effectively
- Ability to develop and maintain positive relationships with patrons and staff
- Ability to handle a large variety of tasks
- Ability to handle high volumes of work
- Knowledge of library practices highly desirable

Compensation:

This position starts at \$14.00 per hour.

Selection Procedure:

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Special Accommodations:

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

To Apply:

Submit a cover letter, and resume to jobs@hctpl.info

Application Deadline: April 18th, 2021

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