



JOB OPENING – COMMUNITY ENGAGEMENT COORDINATOR

Are you passionate about making a positive impact on your community? Join our team! We are committed to lifelong learning and are looking for a bright and motivated individual to help us in our mission. The Community Engagement Coordinator cultivates relationships and partnerships between the library and the Granville community. This position requires planning and presenting programming for teens, Grades 7-12, and adults. In addition, advertising library events through the creation of promotional materials using marketing and publishing tools, such as social media, online event calendars, newsletters, and press releases, is required.

The Community Engagement Coordinator position is 30-32 hours per week and requires a flexible schedule that includes evening and weekend hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay starts at \$18.00 per hour with paid holidays and PTO (paid time off). Participation in Ohio Public Employees Retirement System(OPERS) is required.

The ideal candidate will have two (2) or more years providing programming and outreach services to teens or adults. A strong working knowledge of marketing tools, such as Microsoft Publisher, Canva, Adobe Creative Suite, and social media platforms is highly desired. To apply please submit the employment application, www.granvillelibrary.org/employment, and a resume to Elizabeth Wilson, Assistant Director/Community Relations Librarian.

Position is open until filled.

Apply by email: ewilson@granvillelibrary.org

Apply by mail: Granville Public Library
Attn: Elizabeth Wilson, Assistant Director/Community Relations Librarian
217 E. Broadway, Granville, OH 43023

A complete job description and application for employment can be found at www.granvillelibrary.org/employment.

GRANVILLE PUBLIC LIBRARY

An Equal Opportunity Employer

Job Title:	Community Engagement Coordinator
Last Update:	01/11/2024
Departments:	Community Engagement
Immediate Supervisors:	Assistant Director/Community Relations Librarian
Positions Supervised:	None
Employment Categories:	Part-time, nonexempt, support staff

JOB RESPONSIBILITIES:

Under general supervision, the Community Engagement Coordinator works with the CE team to develop and deliver innovative, responsive, and quality-driven events, programs, services, and outreach activities for teens and adults in the Granville community that encourage residents to learn, share, and create. The Community Engagement Coordinator will cultivate relationships and partnerships between the library and the Granville community by representing the library positively at local events, community organization meetings, and related committees. The Community Engagement Coordinator will also actively promote events and programs using traditional marketing tools, social media, and in-person networking.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required; Bachelor's degree preferred
- Two (2) or more years of paid work experience providing programming and/or outreach services to adults and teens
- Strong working knowledge of marketing tools, such as Microsoft Publisher, Canva, and Adobe Creative Suite, and social media, such as Facebook, Instagram, and LinkedIn
- An equivalent combination of education and experience in marketing, event planning, and youth services

PHYSICAL DEMANDS:

Frequent standing, crouching, walking, climbing stairs, and lifting or pushing moderate to heavy items (6-50+ pounds). Ability to work out of doors in various conditions is essential. A clean driving record is required, as well as access to reliable transportation for attendance at community meetings and programs.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> ▪ Basic library policies and procedures* ▪ Library automation systems* ▪ Adult and teen programming and services ▪ Knowledge and appreciation for teen development and needs ▪ Knowledge and appreciation for adult and senior development and needs ▪ Available community resources and familiarity with local organizations* ▪ Marketing and publishing tools such as Canva, Adobe Creative Suite, Publisher, and PowerPoint ▪ Social media and communication/PR strategies ▪ Computer software – Microsoft Office products ▪ Common office equipment including personal computers, photocopying machines, multi-line telephone system 	<ul style="list-style-type: none"> ▪ Develop and maintain effective working relationships with supervisor, staff, and the public ▪ Interact and respond appropriately to patrons of all ages ▪ Present a positive and professional image to the public and build partnerships ▪ Operate personal computer and related software ▪ Work flexible hours including weekends and evenings ▪ Work independently ▪ Work in an open environment with frequent interruptions ▪ Work on multiple tasks simultaneously ▪ Communicate effectively in written and oral form ▪ Develop and implement programs and services for all ages

* May be acquired within a reasonable time after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position. Incumbents may perform any or all of the listed tasks. The percentage of time allocated to each group of duties is approximate.)
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40% **MARKETING AND PROMOTIONS**

- Develops, maintains, and creates library wide marketing materials and campaigns related to all library services, events, and programming including but not limited to:
 - Newsletter and Programming Guide
 - Social media posting
 - Online event calendars
 - Library webpage
 - Digital signage
 - News and press releases
- Identifies and uses all available media sources to promote the library’s programming, including social networking and other sources of eMedia
- Effectively uses and enhances the library brand on all press materials via the library’s Graphic Standards Manual

40% **PROGRAM PLANNING AND DEVELOPMENT**

- Initiates, develops, plans, and delivers programming and events for teens and adults
- Evaluates programming offerings and effectively communicates ideas for improvements, new events, and additional programming services to supervisor and Director
- Meets regularly with CE team and Programming group to develop and collaborate on library programming efforts, brainstorming ideas, making recommendations, and providing feedback

- Assist in planning, promoting, and implementing library-wide programs as needed, such as the LEGO show at the Christmas Candlelight Walking Tour

15% **COMMUNITY ENGAGEMENT AND OUTREACH**

- Initiates and fosters cooperative relationships and programming partnerships with local groups, agencies, and individuals
- Represents the library at planned outreach events such as 4th of July parade, Farmer's Market, summer event fairs, etc.
- Attends meetings of local organizations and serves on committees as requested or by invitation
- Promotes library events and services in-person at local organizations such as the schools, Kiwanis, etc.

5% **MISCELLANEOUS**

- Ensures CE Department operates within budgetary limits as it relates to programming supplies and equipment
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions
- Completes additional duties and assignments as required

Employee signature

Date