 **Job Opening**

February 3, 2023

COMMUNITY ENGAGEMENT MANAGER

Full Time Exempt

$28-$34/hour based on skills and experience

Apply by: February 12, 2023

**Nature of the Work**

Under the direction of the Assistant Director provides leadership to create and coordinate community outreach opportunities that increase awareness and support for Jackson District Library’s programs and services. The Community Engagement Manager will exercise general supervision over the Community Services Coordinator and other assigned staff. Works closely with administrative staff as well as management staff to achieve strategic organizational goals and objectives.

**Examples of Work**

* Ensures the effectiveness and efficient operation of system-wide outreach services and programs, including compliance with all federal, state, and local laws, regulations, and ordinances as well as JDL policies and procedures.
* Establishes a clear vision and direction for system-wide outreach programs.
* Prioritize, direct, delegate, and monitor workflows and activities to ensure efficient and timely completion of assignments and goal achievement. Responsible for effective use of the Library’s resources and equipment; continually assesses and improves workflow processes.
* Employ skills and knowledge to proactively engage with organizations and individuals with the goal being to reach current and new audiences and meet community needs. This engagement may include, but is not limited to, participating in community organizations, events and initiatives, creating and sustaining partnerships, participating on boards and/or forums, involvement in local market research efforts and planning initiatives.
* Directs and supervises staff to include training, completing performance conversations, and supporting staff with regular coaching.
* Supports Administration and branch staff through resolution of complex community engagement issues.
* Gather and aggregate data about target audiences, Library usage, and emerging trends, using the data to improve processes and ensure services are meeting community needs, and preferences and are aligned with the Library’s strategic plan.
* Participate in JDL work teams as needed. Develops and delivers activities such as Storyfest, the Young Poets Contest, JDL Storywalk initiatives. Selects and strengthens these programs, identifies partners, and decides upon communication strategies.
* Collaborate with the Marketing Department to promote and highlight the Library’s services and resources, with a distinct focus on potential customers, partners, and the community.
* Develop and manage inventory of community partnerships and collaboration, create and manage staff support resources.
* Maintains professional relationships with JDL Board of Trustees, staff and management, professional and institutional organizations, the community at large, and various outside agencies.
* Stays abreast of new trends and innovations in the fields of management, outreach, and innovation in public libraries.
* Attends meetings, conferences, and hearings for the purpose of representing JDL, presenting recommendations, acquiring information, or implementing policy.
* Performs related duties and responsibilities as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications**

* Possession of a Master’s degree or its equivalent in Library Science from an ALA accredited institution.
* A minimum of three to five years of progressively more responsible public library experience.
* Ability to acquire a Permanent Professional Librarian’s Certificate within 1-2 years of obtaining this position.
* Passion for working with and serving people.
* Comprehensive knowledge and understanding of the principles, methods and practices of public library operations, including current and future trends.
* Experience with labor relations in a union setting.
* Demonstrated knowledge of public library computer hardware and software applications.
* Demonstrated management and leadership skills necessary to plan and administer at a system level.
* Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies and procedures and professional practices.
* Interpersonal and communication skills necessary to work with a wide variety of individuals and establish effective working relationships with local government officials, civic leaders, community group leaders, Library patrons and personnel. Demonstrated skill in leading teams and building consensus.
* Analytical ability to research information; maintain statistical records and summarize findings in a written document.
* Work evening and weekend hours when necessary.
* Computer skills necessary to effectively utilize word processing and spreadsheet computer software applications and Internet services.

**Benefits Include:** Health Insurance, Pension, Life insurance, Vacation, Personal, Sick, AFLAC, 457 Plan, and Employee Assistance Program

**COVER LETTER REQUIRED**