

Community Engagement Coordinator @ Norwich Public Library

Part-time, on site, 20 hours a week, with occasional weekend and evening hours

Job Summary

Norwich Public Library (NPL) is looking for a dynamic and creative individual to coordinate and promote library programs to engage our diverse audiences. To help achieve this objective, NPL seeks a professional with a background in outreach, digital communications, and community engagement to join our team and bring a fresh perspective to key library functions. In this position, the community engagement coordinator will collaborate with Staff, Board Committees, and outside partners to develop and promote library programs and initiatives.

The Norwich Public Library is a collaborative library committed to learning. This position reports to the Director and is a mid-level position with growth opportunities.

Your Key Responsibilities

- a. Curate, develop, and manage adult and all ages programming for diverse audiences, including in person and virtual events
- b. Curate, develop and manage library displays and exhibits
- c. Work collaboratively with library staff, library board and Friends of the Library to develop and coordinate library marketing and outreach efforts for in person and virtual events, library happenings and services, and printed and digital materials
- d. Build relationships with leaders and organizations throughout the Upper Valley in furtherance and expansion of the library's strategic plan
- e. Take the lead role in managing and developing the library's social media presence
- f. Serve as Webmaster of the library's website and ensure functionality of third-party applications with template; troubleshoot with contracted designer and Director as necessary
- g. Serve as primary contact for the design and implementation of patron and audience surveys to gauge satisfaction with the library and actively solicit suggestions for improvements in services and programs
- h. Participate in library planning committees and task forces and engage and participate in regional professional development opportunities and organizations
- i. Assist patrons at the Circulation Desk during regularly scheduled shifts

What NPL Can Offer

This is an hourly position. The pay range is \$22.00 - \$23.50. The library offers paid holidays, vacation, and sick time.

What NPL Requires

- Excellent public service skills
- Excellent communication skills
- Demonstrated interest and experience with social media, marketing, and outreach
- Excellent organizational and problem-solving skills; creativity; flexibility and ability to work collaboratively as a member of a team
- Experience in digital, graphic, and user experience design

Helpful

- Knowledge of the Upper Valley of Vermont and New Hampshire, including its stakeholders, organizations, and communities
- Familiarity with the work, mission, and challenges of public libraries

To apply, please send a cover letter, resume and three references to npljobsearch@gmail.com by August 12, 2024.

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