WARMINSTER TOWNSHIP JOB DESCRIPTION

Position:	Community Engagement Coordinator	**Department:**	Library
Reports to:	Director of Library Services	**Supervises:**	None
Bargaining Unit	AFSCME 2289/WTEO	**Classification:**	PT/Non-Exempt

Part-Time (15 Hours/Week)

Purpose: This position promotes and facilitates library services and programs in Warminster through partnerships with community organizations and the creation and dissemination of promotional material in the library, community, and online.

Tasks:

- Coordinate with community organizations that partner with the library to provide programs and services.
    - Cultivate partnerships with relevant community organizations.
    - Serve as a liaison between the library and AARP to provide an annual tax filing service program, including coordinating appointment scheduling.
    - Coordinate with Board of Elections to ensure the continued success of Warminster Library as a polling location.
    - Attend monthly Friends of Warminster Library meetings and function as a liaison between Friends and library management.

- Publicize library programs and services to increase attendance and usage.
    - Identify and maintain relationships with organizations and businesses that can amplify our promotional material.
    - Assist librarians in creating promotional content for flyers, email blasts, and website content.
    - Assist with maintaining library online presence on Facebook and other platforms.
    - Assist with on-site promotion of programs and services through signage and displays.
    - Regularly update the whiteboard calendar in the lobby and the message in the roadside sign.

- Become familiar with library policies and provide back-up customer service at the Information Desk as needed.

- Assist with set-up for events and programs as needed.

Conditions: Employee works in an office setting with a high level of social interaction with library patrons and staff

Required Skills, Knowledge and Abilities:

<u>Education/Experience</u>

- Bachelor's Degree
- Minimum (1) year public library work or equivalent experience
- Project management experience with a mid-sized firm or company
- Experience in marketing or community outreach

Skills

- Strong computer, technical, and office skills
- Promotions and Marketing knowledge
- Excellent customer service, communications and organizational skills

Knowledge

- Working knowledge of Excel, Word, and Canva
- Working knowledge of technical devices and electronic library services
- Continuing knowledge through on-going professional development
- Desire to stay current in library trends and best practices

Abilities

- Ability to set priorities and coordinate multiple projects
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to communicate effectively verbally, in writing, and by listening
- Ability to interact in a positive, effective manner with patrons, coworkers, and director
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments

Pay Rate: $21.62/Hour

This job description is intended to be a tool to describe the primary purpose of the job and the key duties and responsibilities. The position description may not be inclusive of all duties and job assignments. Job duties and responsibilities may be added, deleted, and/or revised at the discretion of management.

The Township is an Equal Opportunity Employer.