Position: Program Services and Outreach Coordinator
Post Date: February 22, 2022
End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Reference Librarian for our Kent Memorial Library. Develops services, programs, and materials for children, young adults, and adult populations. Works with the Children’s Librarian in developing all areas of children’s and young adult services. Works with the Head of Circulation in developing adult programs. Oversees Library marketing and communications. Serves the residents of Suffield in a service-oriented atmosphere that helps promote a positive and professional image for the Town government.

Supervision Received:
Works under the general direction of the Associate Director and Library Director.

Supervision Exercised:
None.

Essential Duties and Responsibilities:
1. In cooperation with the Associate Director/Library Director, prepares, conducts and promotes programming for all age groups in the Library;
2. Works closely with the Children’s Librarian to prepare, conduct and promote children’s and young adult programs;
3. Assists Head of Circulation to prepare, conduct and promote adult programs;
4. Staffs the children’s, circulation, or reference desks as needed;
5. Creates displays;
6. Maintains graphical design of the Library’s web pages and social media accounts;
7. Contributes reports, written or oral, as required;
8. Builds and maintains relationships with community organizations and key external role-players;
9. Develops and implements a communication strategy that includes media outreach and social media content creation;
10. Researches and writes press releases, and content for the Library website, social media, infographics, blogs, and newsletters;

11. Identifies Library needs in the community. Analyzes requests and problems and presents recommendations to the Library Director, including budgetary needs and grant requests.

12. Works with members of staff to brainstorm content ideas, in line with the Library’s mission and support of various Library initiatives;

13. Supports and evaluates the results of communication campaigns with the team;

14. Creating budgets, requesting funding and grant writing;

15. Attends seminars and conferences to remain current on developments in modern library practices;

16. Maintains positive working relationships with local government officials, school officials, community, and the public regarding program offerings and coordination of services; promptly and cordially respond to inquiries, feedback, and complaints about services and facilities.

**Other Job Functions:**
1. Perform other related work as assigned.

**Minimum Qualifications:**

**Education & Experience:**
1. Degree in Library Science or related field from an accredited college or university;
2. Two (2) years’ experience in child and/or young adult education, library service or equivalent;
3. Experience in web design WordPress, Facebook, Instagram and graphic design;
4. High proficiency with technology including email, Microsoft Office Suites, and other related communication tools;
5. Suitable experience may be substituted for education attainment if deemed appropriate by the Library Commission and First Selectman.

**Knowledge, Skills and Abilities:**
1. Excellent customer service skills with a friendly personality;
2. Highly motivated, creative and imaginative;
3. Attention to detail, ensuring high-quality and error-free marketing materials;
4. Able to work independently, as well as in groups;
5. Able to work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisors;
6. Able to write proposals, reports, and business correspondence clearly and informatively;
7. Program management skills;
8. Able to effectively present information and respond to questions from staff, patrons, and members of the community, individually and in a group setting;
9. Effective time management skills in planning, scheduling, and coordinating Library programs and outreach services;
10. Past performance of responsible experience at a professional level.
Special Requirements:
1. Valid, active Motor Vehicle Operator’s license preferred.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Physical Demands:
The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, sit, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to ten (10) pounds and occasionally lift and move objects up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:
This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew, and insects. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the Library varies from quiet to noisy.

General Guidelines:
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.
**EEOC Statement:**
It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

**Hours:**
This position is a collective bargaining unit member of the Library Union.

The position is a collective bargaining unit member of the Library Union. This is a full time thirty-seven (37) hours per week position. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work as job duties demand.

**Compensation and Benefits:**
Compensation follows according to the Library Union Contract, as amended from time to time.

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**How to Apply:**
Applications can be found on the town website at suffieldct.gov/departments/hr. Please submit an application and resume by email to sjendrysik@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Jendrysik, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.*
*The above posting is intended as a guide and is not a complete description of the position or process.*