



## **COMMUNITY ENGAGEMENT LIBRARIAN**

(TEMPORARY FULL TIME)

The Fort Erie Public Library Board seeks a full time public library professional to produce adult cultural and educational programs, to assist with the coordination and dissemination of publicity for library programs and services and to build community engagement and partnership development.

### **Qualifications:**

- Master's Degree in Library Science from an accredited program
- One year – eighteen months related experience in the development and implementation of community-oriented adult library outreach programs, special services and the promotion of library services and programs
- Demonstrated creativity and innovation
- Excellent written and verbal communication skills
- Excellent organizational and public relations skills
- Demonstrated working knowledge of technological applications including Internet, electronic databases, standard office computing software, social media tools

### **Responsibilities:**

- Plans, develops, executes, evaluates and promotes adult programs.
- Builds relationships with diverse sectors of the community and integrates library services and resources into programs and initiatives within a community-led framework.
- Acts as a liaison with the community and coordinates the development of system-wide adult outreach opportunities and programs that respond to community interests and needs.
- Undertakes targeted outreach efforts towards special need, under-served and non-user populations with services, collections and programs designed to meet their needs.
- Oversees preparation of library event publications, newspaper columns, website and social media updates regarding library programs and services.
- Liaises and partners with external organizations and groups to raise awareness of library services and programs and to increase use of library resources and services.
- Keeps abreast of trends, techniques and standards in the delivery of adult programs, special services, and the promotion and marketing of the library's services, and

programs to assist in short and long term planning in the corresponding areas of responsibility.

- Explores new avenues of service delivery in a collaborative manner with cross-functional teams both in and beyond the library facilities.
- Performs a variety of other support duties such as preparation of statistical reports and evaluation of library programs, completing grant applications as related to library programs, general research and special projects.
- Coordinates and implements meeting room policies, procedures and bookings.
- Provides direct service to the public with regularly scheduled service desk duty assignments.
- Will be required to conduct children's and teen programs in the absence of the Children's and Teen Librarian.
- Will be required to work at any of the Fort Erie Public Library locations.
- Will be required to work a varied schedule of thirty-five hours per week which includes evenings and Saturdays.

The rate of pay for this position is \$29.68 per hour, based on a 35-hour work week.

Email resume to:  
Craig Shufelt, CEO  
cshufelt@fepl.ca

Deadline Date:  
Friday, December 31, 2021