



Outreach and Program Coordinator – Full Time

The **Outreach and Program Coordinator** is responsible for identifying and building relationships in the community, including key stakeholders and institutional partners, to strengthen the Library's connections within the community and to assist with coordinating, planning, promoting, and evaluating service impact and system-wide delivery of adult services, programs and events. This position is responsible for driving the HPL Library on Wheels vehicle as part of community outreach and requires the ability to work a varied schedule inclusive of evenings and weekends.

RESPONSIBILITIES INCLUDE:

Partnerships, Programming and Outreach

- Manages scheduling, planning and managing outreach activities (i.e. tabling at community events, other organizations' events, community meetings, etc.) including Library on Wheels schedule (i.e. Daycare stops, Mobile Foodshare stops, etc.)
- Identifies and establishes new programming and outreach opportunities.
- Seek out opportunities to bring library services to under-served areas of the City of Hartford and work with other HPL departments to develop services that can be delivered off-site or in partnership with other institutions.
- Manages submissions from online "Request the Library on Wheels at Your Event" form and coordinates LOW presence at requested events.

Public Services/Collection and Resource Acquisitions and Development

- Works with Department Heads and Branch Managers to help promote and build audiences for system wide programs and services including adult learning, youth and family services, and branch programs.
- Assists as needed system wide with public service needs to connect people to information, collections and library services.
- Works with LOW staff to manage standard library services including regular material holds, circulation, and drop-off/pick-up system for all LOW partners.
- Assists with maintaining and evaluating LOW collection development and usage.

Collaboration

- Identifies opportunities to collaborate with other Library departments, Branch Libraries, city departments, local businesses, educational and cultural institutions and community groups/organizations to deliver services that meet the needs of community members, especially coordinating a robust hold drop-off system.
- Responsible for making connections with the goal of engaging participants across diverse communities, ranging in age from pre-k to adult learners, in order to drive year-round attendance and participation, promote service offerings and engage communities in library services and activities.

Reporting and Fiscal Management

- Monitors and evaluates outreach activities to ensure alignment with community needs through impact/outcome assessments and output measurements.
- Responsible for managing data collection and reporting in partnership with LOW staff.
- Responsible for developing and maintaining budget for LOW Grants.

Supervision

- Oversees Library on Wheels, including supervision of the Outreach Assistant and Library Assistant and expanding/enhancing mobile library services through additional sites and/or service offerings.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

Required

- Bachelor's degree in a related field required.
- Minimum two years of public library experience with program development, implementation, and logistics planning, AND/OR minimum two years of programming experience in a public arts and cultural setting is required.
- Supervisory experience is preferred; demonstrated ability to implement strategic objectives with measurable outcomes and develop and maintain positive relationships within the community.
- Strong commitment to working in a team environment is required. Ability to provide welcoming and effective customer service.
- Required proficiency in Microsoft Office product suite. Knowledge of various technologies including web and social media-based services is required.
- Ability to establish and build effective working relationships with individuals and groups in both professional and informal contexts, co-workers, management personnel, elected officials and other public constituencies, the public and others.
- Strong written and verbal communication, listening, organization and priority setting skills. Strong research and development skills. Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.

- Ability to work in a fast-paced environment and manage multiple priorities. Ability to think quickly, assess a situation and make sound decisions.
- A Valid Driver's License is required.
- Ability to work a varied schedule inclusive of evenings and weekends.

Preferred

Second Language Preferred - Spanish

Note: This is a full-time position. Schedule includes evenings and weekends.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy

- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Outreach and Program Coordinator** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Hiring Range: \$47,570.12 - \$50,638.64 **DOE**

Hartford Public Library is an Equal Opportunity Employer.