

## **Outreach and Program Coordinator**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

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.

Responsibilities include:

### **Partnerships, Programming and Outreach**

- Managing 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.)
- Identifying and establishing new programming and outreach
- Seeking 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
- Managing 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**

- Working 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
- Assisting as needed at Ropkins branch and system wide with public service needs to connect people to information, collections and library services
- Managing all operations around a regular material holds drop-off/pick-up system with all selected partners with LOW staff
- Also assisting with maintaining and evaluating LOW collection development and usage

### **Collaboration**

- Identifying 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 from across the diverse community, ranging in age from pre-k to adult learners, in order to drive year-round attendance and participation, promote service offerings and engage the community in library services and activities

### **Reporting and Fiscal Management**

- Monitoring and evaluating outreach activities to ensure alignment with community needs through impact/outcome assessments and output measurements
- Responsible for managing LOW staff duties in data collection, and will be responsible for regular data collection from LOW staff and regular reporting to system wide data collection efforts
- Responsible for developing and maintaining budget for LOW Grants

### **Supervision**

- Overseeing 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 three years of experience with program development, implementation, and logistics planning.
- Minimum three years of programming experience in a public arts and cultural setting is required.
- Minimum one year of increasingly responsible leadership and supervisory experience is required; demonstrated ability to implement strategic objectives with measurable outcomes, effectively supervise and motivate staff, 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 suite of products. Knowledge of various technologies including web and social media-based services is required.

- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, 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 juggle multiple priorities. Ability to think quickly, assess a situation and make a sound decision.
- Valid Driver's License is required.
- Ability to work a varied schedule inclusive of evenings and weekends.

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

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Outreach and Program Coordinator** in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Salary Range:** \$45,502 - \$55,776 DOE

**Hartford Public Library is an Equal Opportunity Employer.**