

Hartford Public Library

Community Dialogue Coordinator

G-V

Non -Bargaining Unit

Reporting to the Director of Community Development and Civic Engagement, the Community Dialogue Coordinator is responsible for planning and implementing all aspects of community dialogues as well as related activities throughout the span of the project. This will include the organization process as well as facilitating communication among members of working groups and coalitions.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Promotes community participation in dialogues by speaking to community groups and through other community contacts about the Community Information Hub Project.
- Organize and implement community events that engage local and other Greater Hartford participants.
- Provide outreach to schools, colleges, libraries, faith-based and other community organizations, foundations, businesses and interested persons and organizations to identify issues and to engage them in events.
- Develops and presents library sponsored programs and collaborative events for all age groups including working with media and community organizations to enhance efforts to inform and engage the public and community leaders on education, workforce development and other pressing issues.
- Represent the project in a wide variety of settings.
- Other duties as assigned.

ADMINISTRATIVE

- Under the general supervision of the Director of Community Development and Civic Engagement, formulates goals, plans and procedures for community dialogues and other civic engagement events and manages implementation.
- Directs and coordinates the plans, activities and progress of the project in conjunction with the overall policy and regulations of the Library and the requirements of the grant.
- Assists in planning and preparing all aspects of the community dialogues.
- Coordinates plans and progress with partner organizations.
- Monitor and assist the work of collaborative partners.
- Develop plans for collecting participant data, attendee surveys, and other data to document and assess project to support evaluation efforts.
- Prepares statistical reports as requested monthly and annually.
- Prepares daily, monthly, and annual reports as required.

- Other duties as assigned.

PROFESSIONAL

- Maintains current knowledge of community populations and the influence of inequities.
- Maintains membership in professional organizations and actively participates as work and personal time allow.
- Serves on professional and community committees/boards where appropriate.

POSITION QUALIFICATIONS

- Bachelors Degree in a related discipline required; Masters Degree in public administration, political science, communications or a related field helpful but not required.
- Previous experience in community outreach and engagement is desirable.
- Facilitating deliberative dialogue process is desirable.
- Previous supervisory/managerial experience highly desirable, preferably in a service organization.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Demonstrated skill and commitment to working within a team management structure.
- Field experience organizing programs which involve citizens in addressing public issues.
- Personal experience working with community organizing for diverse populations, residents and community stakeholders.
- Strong commitment to public service.
- Demonstrated project management skills, able to develop and carry out detailed plans.
- Strong communication and public relations skills, including public speaking.
- Strong knowledge of how embedded structural inequalities have influenced community populations.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently

- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds