



Director of Community Engagement

Supervisor	Library Director
Hours per Week	37.5 non-exempt
Work Schedule	Day, evening, and weekend hours required.
Salary	\$16.00-\$23.00/hr. Non-exempt status.
Benefits	Standard benefits include participation in the Indiana Public Employees Retirement Fund, medical insurance, life insurance, vision insurance, and short term disability insurance. Other benefits available at employee expense.
Overview	This employee is responsible for working with individuals and organizations to develop community partnerships that foster growth and success for our citizens. This employee will know and understand our community and be actively involved in local activities. The Director of Community Engagement will assist the Library Director in identifying opportunities for collaboration with other agencies and organizations.
Responsibilities	<p>Identify, initiate, develop, and maintain relationships with local area organizations.</p> <p>Represent the Bedford Public Library at community meetings to provide information, listen to community concerns, and participate in problem solving.</p> <p>Design and facilitate off site programming in collaboration with other organizations.</p> <p>Work with the North Lawrence Community Schools to improve communication and complete requirements with 21 Century Scholars and their families.</p> <p>Help create mechanisms to evaluate internal and external engagement initiatives.</p> <p>Distribute information to Library staff regarding community engagement activities.</p> <p>Compile monthly report for Library Director and Board.</p> <p>Know and understand Library operations and policy.</p> <p>Maintain a valid Indiana driver's license and licensed vehicle.</p> <p>Other duties as assigned.</p>
Key Competencies	<p>Networking.</p> <p>Planning and organization.</p> <p>Critical thinking.</p> <p>Collaboration.</p> <p>Enthusiasm and positive attitude.</p> <p>Oral and verbal communication.</p> <p>Leadership.</p>

Qualifications, Education, and Experience	Bachelor's degree. Experience in networking and or working with the public. Cooperative spirit. Ability to balance multiple priorities.
Physical Demands	Ability to stand, sit, walk, and speak frequently. Lift, push, or carry weights up to 25 pounds.