



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

COMMUNITY ENGAGEMENT COORDINATOR LIBRARY 21c

(40 hours per week, exempt)

Position #211254001

- DATE POSTED:** October 04, 2022
- PRIMARY LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- STARTING WAGE:** \$22.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week (Hybrid Schedule)
- Monday – Friday 8 a.m. – 5 p.m.**
Early mornings, evenings and weekends required on occasion.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380

CLOSING DATE: Open until filled. Preference will be given to applications received by **October 17, 2022**, at 9:59 p.m. MDT.

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

COMMUNITY ENGAGEMENT COORDINATOR (contd...)

Position Summary: Taking a county-wide approach to community engagement, this position works closely with internal and external stakeholders to expand the community's awareness, understanding, and use of our Library spaces, services, and resources. This includes the development, coordination, and evaluation of strategic partnerships and outreach opportunities, along with other community-focused activities, for Pikes Peak Library District.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Cultivate, implement, track, monitor, and evaluate District-wide community engagement, including partnerships, outreach, and other activities.
- Coordinate strategic, District-wide community partnerships, in conjunction with Library leadership and management.
- Advise and guide Public Services staff in identifying local engagement opportunities, building relationships within local communities, and formalizing key partnerships.
- Coordinate community outreach at District-wide level; provide support with outreach calendar and event submissions, outreach kits, talking points, and potential opportunities.
- Collaborate with Public Services staff on new and existing special partnership programs like Pikes Peak Culture Pass and PowerPass.
- Coordinate PPLD branded merchandise and apparel for staff and volunteer use.
- Provide oversight and support for other community engagement activities with District-wide impact, including but not limited to speaking engagements, organizational memberships, networking opportunities, community profiles, and public surveys.
- Serve as steward of community engagement policies, processes, and procedures, as well as inquiries, calendars, forms, templates, and reports.
- Oversee day-to-day management of community engagement budgets; supports development and execution of strategic communication frameworks plans and department's annual budget.
- Represent the District at public events and meetings, as well as participate in community presentations and other speaking engagement opportunities.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Library and department information, as well as stay current on industry trends, current events, and community news.
- Engage District representatives as it relates to community engagement, including volunteer support and staff training.
- Support PR and marketing team with content writing and proofing as it relates to role.
- Participate in special projects as assigned.
- Support other Communications department efforts, such as new initiatives, campaigns, and public events.
- Pursue professional development and educational opportunities via participation in community and professional organizations, as well as internal committees and teams.
- Perform other job-related duties as requested or assigned.

COMMUNITY ENGAGEMENT COORDINATOR (contd...)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Thorough knowledge of Pikes Peak Library District's policies and procedures, with ability to follow them and communicate them to internal and external stakeholders.
- Ability to act as key representative and ambassador of Pikes Peak Library District by promoting its mission and vision during presentations, meetings, or other interactions.
- Exhibits leadership, sound judgment, and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Known as organizer of people and information, with strong project and time management skills.
- Thrives as community connector and collaborator; has growth mindset and easily recognizes potential opportunities for synergy and integration.
- Ability to make strategic decisions, marshal resources, establish efficient workflows, orchestrate multiple activities at once, and measure impact.
- Demonstrates excellent oral, written, and interpersonal communication skills; attentive and active listener who's respectful and comfortable working with people of various backgrounds, perspectives, and cultures.
- Must be able to cultivate and maintain effective relationships within department and across District, as well as with community partners, business leaders, government officials, and patrons.
- Ability to effectively use application software, including but not limited to Microsoft Office, customer relationship management platforms, and standard office equipment.
- Must be responsive, adaptable, and supportive team player who values customer service and can meet deadlines in fast-paced and detail-rich environments.
- Ability to work flexible schedule, including some early mornings, evenings, and/or weekend hours.

Education and Experience:

1. Requires a minimum of 4-6 years of professional experience with community or stakeholder engagement, outreach, partnerships, collaborations, and/or facilitation.
2. Requires a Bachelor's degree in communications, community engagement, or related field, which can be substituted by a minimum of 6-8 years of professional experience.
3. Experience working with public information in a library or nonprofit setting is preferred.
4. Bilingual ability is a plus in serving a diverse community.
5. Must have access to reliable transportation

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. The position requires the ability to sit and use a computer or standard office equipment for extended periods. It also requires local travel, as well as occasional lifting of items up to 30 pounds (accommodations may be available).

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations