

Community Engagement Librarian

Average Weekly Hours: 25 | FLSA Classification: Non-Exempt

Are you innovative, collaborative and service-oriented? Do you like meeting people and building relationships? Interested in outreach and cultivating community engagement initiatives? If so, this may be the job for you.

The Indian Trails Public Library District (ITPLD) has an exciting opportunity for an individual with superb planning, communications and community relations skills to join our Adult Services team! The Community Engagement Librarian identifies, evaluates and coordinates library-wide outreach and community engagement activities, events and programs for a culturally diverse community. This job is part-time, 25 hours per week. Additionally, this position involves working with a collaborative team and staffing the service desk to assist our members.

We serve 67,000 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights. We are committed to our vision of embracing culture, connecting community and igniting curiosity.

Some of the job duties include:

- Identifies, evaluates and coordinates all library-wide Outreach and Community Engagement activities, events and programs.
- Attends and assists at events and works with all departments to coordinate staff coverage for each event.
- Works in collaboration with the Communication staff to develop library talking points and training for staff who work a community event.
- Plan and execute programs in connection to outreach or community engagement outcomes.
- Actively promote the library, its materials, and services through a variety of methods such as programs, outreach, displays, newsletter copy and handouts.
- Backup to Homebound Coordinator.
- Serve on an adult public service desk assisting library members in finding and locating information and researching a variety of topics as well as recommending materials through a variety of sources. Additionally, assist individuals with basic technology customer service and instruction.
- Stay current with all appropriate physical and digital literature through a variety of sources.
- Maintain library collections by selecting and weeding material as directed.
- Generate and maintain reports and statistics.

This opportunity requires:

- Masters of Library Science (MLS degree) from an accredited ALA accredited university or school or an equivalent area of study for the position such as Continuing Education, Event Planning or Community Engagement and a minimum 1 year relevant experience required.
- Excellent customer service, interpersonal, and organizational skills.
- The ability to communicate effectively, work independently, work with interruptions, and as a team.

Culture Code. The ITPLD Way

How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say “yes” to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

Who We Are

We’re a diverse bunch who recognize our differences as strengths.

We’re an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We’re human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.

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- The knowledge and ability to use computers and relevant software and equipment including but not limited to Google Tools.
- Ability to speak in public.
- Fluency in a second language is desirable.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

Hourly rate starting at \$24.53 depending on qualifications. This position is eligible for pro-rated vacation and sick time and mandatory IMRF participation. The library supports continued learning and professional growth.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.