

ADVERTISEMENT
COMMUNITY RELATIONS COORDINATOR
MOUNT VERNON PUBLIC LIBRARY

The Mount Vernon Public Library is currently seeking a Community Relations Coordinator. Working under the Director of the Library, the candidate will be responsible for planning and carrying out multi-faceted information and programming activities which include public relations, social media curation, grant writing and administration, and event planning. Also required is the coordination and management of ongoing partnerships between units of government, non-profit organizations, business and faith-based organizations in conformity with the library policies as established by the Board of Trustees. The ability to help implement strategies that are aligned with opportunity gaps faced by youth in the community is a must.

The City of Mount Vernon. Mount Vernon, NY is located in Westchester County and is a member of the Westchester Library System. The library serves a diverse community in an urban setting. 35 hour work week including some evenings and weekends. Excellent benefits including vacation, health, dental and enrollment in the New York State Retirement System. Salary range is from \$61,677 - \$79,950 depending upon experience. This is a Civil Service position, and the position will be filled provisionally until an examination is scheduled. A permanent appointment is contingent upon the results of the examination. Civil Service specifications are posted on the library website, www.mtvpl.org

Qualifications:

Graduation from an accredited four year college with a Bachelor's degree in Human Services, Communications or Public Administration, plus three years of experience in community outreach, public relations and training, and 2 years of experience in administering grant related programs. A Master's in Library Science is unnecessary, but is a plus.

The ideal candidate will demonstrate emotional maturity, good judgment, tact, courtesy and integrity; as well as, have good interpersonal and communication skills, be flexible, approachable, self-motivated, and be able to work independently and as part of a team. Deadline for applications is August 23, 2019.

Please send your cover letter and resume to the Library Director: Evania Thompson, Esq.
ethompson@wlsmail.org

Or mail to:
Mount Vernon Public Library
28 South First Avenue
Mount Vernon, New York 10550

7/5/2019

COMMUNITY RELATIONS COORDINATOR – LIBRARY

DISTINGUISHING FEATURES OF THE CLASS: Working under the Director of the Library, the primary responsibilities are to plan, organize, direct, coordinate and manage all aspects of various projects that will require ongoing partnerships between units of government, non-profit organizations, business and faith-based organizations in conformity with the library policies as established by the Board of Trustees. Also help implement strategies that are aligned with opportunity gaps faced by youth in the community. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provide service to infrequent users or nonusers for those who are traditionally underserved. To provide equitable delivery of library services to all people through the development of programs, policies, practices, and behaviors which make the library available to all people;

Communication and collaborate with local government, educational, human service agencies and interfaith organizations to develop partnerships that will enhance the strengths of the library and the opportunities to improve service;

Coordinator for library art exhibits and relevant programming through cooperation with the Mount Vernon Arts and Culture Inc. and other artists and agencies (Arts Alive Westchester, Got Art Inc., etc.);

Coordinates offsite programming in collaboration with community partners;

Assist in the application process for grant, foundation and library advocacy group funds for programming and project efforts;

Serves as liaison with community groups and identifies and analyzes emerging community issues and needs to determine direction for services and collections;

Develop marketing strategies for library programs, resources and services;

Coordinate youth volunteers and special project youth employees, including interviewing, approving, and scheduling and payroll submission;

Provide additional assistance to other departments as needed to successfully implement library programming;

Provide Support to the Library Director; and performs duties in other library areas and participates in library special projects as needed or requested by the Library Director.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: Significant knowledge of community resources within the community; Knowledge of local social agencies available to deal with community problems; Ability to communicate with citizens and program staff effectively, including speaking before groups effectively; Ability to establish and maintain effective relationships with individuals and organizations; Significant ability to administer and to successfully supervise the activities of support staff and volunteers; Emotional maturity, good judgment, tact, courtesy and integrity; Tolerance for differing points of view and beliefs; Commitment to working in an open and positive team environment and providing excellent customer service in a kind, empathetic and friendly manner; Good command of the English language; good computer skills and physical conditions commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an accredited four year college with a Bachelor's degree in Human Services, Communications or Public Administration; PLUS 3 years of experience in community outreach, public relations and training, PLUS 2 years of experience in administering grant related programs.