**Outreach Librarian/School Library Strategist**

This exciting new grant-funded opportunity is for someone who is passionate about community engagement, enjoys public speaking, and is able to effectively collaborate with a variety of library and school district staff to streamline and promote library services between the Portland District Library (PDL) and the Portland Public Schools (PPS).

**Job Summary**

This full-time person will be employed by PDL, and will split their time (40 hours per week) between PDL and PPS. Evening and weekend hours will be required. This posting is for the 2024 calendar year, with the possibility of a longer appointment.

At PDL, this position will focus primarily on providing offsite outreach services, and on creating brochures, flyers, and other materials to promote the library. Outreach includes developing relationships and providing services to support community organizations, promoting the library, and working with people from diverse backgrounds, building and maintaining stakeholder relationships, and identifying ways to best meet diverse customer needs. At PPS, this position will primarily focus on setting up systems and policies to facilitate smooth library operation, training on-site library staff, and fostering a love of reading in the students.

**Specific Responsibilities**

* Design and implement engaging outreach programs.
* Establish strong relationships with community organizations to promote our library services and forge partnerships that enhance programming and service delivery.
* Bring outreach programming to life, delivering captivating experiences that inspire a love for reading and learning in the library, school, and community.
* Provide support and coordination of the school district’s library program, and provide the leadership and expertise necessary to ensure that the library program as an integral part of the instructional curriculum.
* Serve as a resource and conduct ongoing training sessions for the school-site library staff. For example; reference and research skills, book talks, storytelling, cataloging, book selection, and library operations.
* Establish procedures for selecting, ordering, cataloging, processing, organizing, discarding, and circulation library materials at schools within the district.
* Promote the value and importance of library resources, reading and literature, and information literacy to all constituencies.
* Coordinate the publicity and promotion of the library resources, materials, and services available.
* Provide training for newly hired PPS library employees.
* Keep statistics on attendance, budgets, materials used, and more for year-end reports.

**Requirements**

* MLIS degree from an ALA accredited university with a preferred minimum of two years public or school library experience.
* Thorough knowledge of library resources, programs, and services in both a public and school library.
* Knowledge of the principles of intellectual freedom in public libraries.
* Knowledge of collection development policies and procedures.
* Knowledge of alpha and numeric systems for arranging library materials.
* Ability to operate ILS software and hardware for retrieval and dissemination of information and management of library materials.
* Good communication skills.
* Good organizational skills.
* Strong customer service skills.
* Ability to work independently and to set priorities.
* Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
* Ability to operate relevant computer systems including hardware and software, such as Microsoft, Office, electronic databases and electronic content platforms, e-mail, chat, social media platforms, and internet navigation, in addition to other office equipment and security systems.

Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for sitting, walking, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

**Compensation**

Salary Range: $40,000 - $43,000

Position also receives sick and vacation time, paid holidays, and health insurance (or a one-time payout in lieu of insurance).

Please send a cover letter and completed PDL application to Cory Grimminck at cgrimminck@portlandmilibrary.com or 334 Kent Street, Portland, MI 48875. The position will remain open until filled.