

September 10, 2013

We're seeking a **Community Engagement Project Coordinator**

Are you a passionate and service-minded individual who can actively engage and team up with other Library staff to provide public healthcare information to a diverse group of people? Are you a good communicator? Are you open and available to a timely and important position in service to the public?

If your answer to these questions is "**YES!**", the Richland Library encourages you to apply!

- **Job Title:** Community Engagement Project Coordinator (VAC 2200-6)
- **Salary:** \$1,702.50 biweekly salary, plus benefits
- **Hours:** 37.5 hours per week; evening and weekend hours may be included
- **Location:** **Main Library and other community locations**
1431 Assembly Street
Columbia, SC 29201
- **Other:** Grant-funded (Full-time, up to 2 years)

*** Richland Library may change location and schedule of any library job dependent upon needs of the system.*

Who you are:

- You engage well with others and are passionate about bringing the library to new audiences.
- You want to make a difference in your community.
- You enjoy providing information to diverse groups of people.
- You enjoy working with library staff and volunteers.
- You're comfortable using new technology and sharing it with others.
- You are flexible, adaptable, and embrace change.

If you were working with us and for your community, here are some of the things you would be doing:

- Coordinating and leading community forums, information sharing and other sessions in regard to the Affordable Care Act (ACA).
- Coordinating efforts to inform community members about important issues related to education, health, safety and other vital issues.
- Developing training sessions with and for staff on related topics.
- Working with community experts to provide appropriate guest speakers.
- Coordinating team efforts and seeking out information from subject matter experts.
- Monitoring project progress and evaluating to ensure standards are met.
- Maintaining records, communicating vital information to team members and community stakeholders and creating reports.
- Disseminating information and project data and outcomes to stakeholders.
- Liaising with community expert partners.
- Supervising interns.
- Assessing the need for, and developing, coordinating, and implementing, relevant programs and services.
- Effectively demonstrating characteristics of being enthusiastic, outgoing, and strongly customer-service oriented, including the application of Richland Library's customer engagement standards.
- Greeting customers & successfully ascertaining individualized needs and/or requirements for each customer.
- Engaging, encouraging, and assisting diverse customers in all areas of the Library in a welcoming, professional, and respectful manner.
- Supporting data collection and interpretation through surveys and other effective methods.

- Representing the Library at community events, festivals and other gatherings.
- Supporting library staff throughout the system in conducting outreach programs related to ACA.
- Traveling to various outreach locations.
- Assisting with coordinating, scheduling, and publicizing public training events.
- Creating and maintaining relationships with community agencies for information and speakers.
- Preparing periodic reports of activities and accomplishments, as needed.
- Ensuring that programs and services reflect the diversity of the community.
- Performing other associated duties as required or assigned.

Do you have what it takes?

- Bachelor's degree, or above, in social work, public health, community advocacy or a related area. Preference may be given for applicants with master's degree in social work, or public health, or other area related to the job. Transcripts must be present upon hire.
- 2 years of experience in social work, public health, health information/education, community advocacy or related areas; the experience requirement is 1 year in (same areas) for a candidate with a master's degree.
- Evidence of ability to successfully synthesize and communicate information related to public healthcare or related social issues, concerns; and evidence of knowledge of the community.
- Preference may be given for experience, abilities, and knowledge in the following:
 - Social networking tools
 - Performing/administering training to adults;
 - Microsoft Office with a focus on PowerPoint.
 - Effective communication with Spanish-speaking customers.
- South Carolina driver's license and safe driving record
- Ability to perform job duties

Your job will involve your being “on the move” in our libraries: It will include standing, walking, crouching, stooping, squatting, twisting, climbing, pushing/pulling up to 50 pounds, and lifting up to 25 pounds.

We are guided by our shared Mission: to provide experiences that **Inspire, Inform and Entertain.**

Why the Richland Library? At Richland Library, we connect customers of all ages and backgrounds with experiences that inform, inspire, and entertain. Being present in the moment of curiosity, and helping create the spark of connection, make working in a library one of the most interesting and satisfying jobs in the world. The Richland Library is an award-winning, forward-thinking public library system because of our exceptional, diverse staff, who are passionate about serving our community. Be a part of our team and change the way our customers work, play, create, and communicate.

The deadline to apply for this position vacancy is September 24, 2013

If you are interested in joining our forward-thinking and innovative team, [click here to begin the application process.](#)

*The Richland Library is an **EQUAL OPPORTUNITY EMPLOYER.***

For more information about our Library system, explore the Richland Library website at www.richlandlibrary.com.