

Career Opportunity: Moose Jaw Public Library

Community Outreach Librarian

One (1) Full Time, Permanent Position

The Moose Jaw Public Library is the fourth largest public library in Saskatchewan. As part of the Palliser Regional Library system and the Saskatchewan Integrated Library Service (SILS) Consortium, we serve the City of Moose Jaw directly, as well as the surrounding area and province as part of our broader consortial work. Our mission at Moose Jaw Public Library is to connect people, ideas, and multiple ways of knowing by providing a safe, inclusive and welcoming space for all. We are a learning organization, striving to create a vibrant, contemporary, inclusive and welcoming community learning center. We employ a team of 20 library staff who offer high-quality service to our patrons and community. This is an exciting time for the Moose Jaw Public Library, as we have recently completed our first strategic plan; because of this work, and recent developments in our community, we are in a period of change and development. If this excites you, we'd love to hear from you!

Commitment to Diversity

The Moose Jaw Public Library is a learning organization interested in multiple ways of knowing. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity.

Position Summary

The Community Outreach Librarian reports to the Head Librarian, and is responsible for developing, delivering, and evaluating programs, outreach and partnership opportunities with an evolving and diverse community, aimed at increasing the profile and use of the Moose Jaw Public Library. This position is also responsible for overseeing Children's Department activities. As an out-of-scope employee, the Community Outreach Librarian will supervise three in-scope library staff members in a unionized environment. The Community Outreach Librarian will exercise considerable independent judgment and initiative in their day-to-day operations.

Position Responsibilities

These responsibilities indicate the general nature and level of work expected. It is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of library services evolve.

Community Outreach

- Be responsible for the development, delivery, and evaluation of programs, outreach, and partnership opportunities with organizations, groups, agencies, businesses and other stakeholders to increase the use of library resources and services in response to the current and future needs of the community

- Build and foster effective teams composed of library staff who are responsible for delivering project-based outreach services or programs to children and the general community
- Facilitate effective communication with partners to respond to the community's evolving needs
- Identify community needs, trends and demographics, and develop and manage community-based initiatives to ensure that they meet community needs
- Collaborate with the Social Media team in order to facilitate community engagement and promote partnerships, collections, programs and services
- Research best practices for outreach and community work in public libraries
- Coordinate the Library's outreach activities at outside events and to community organizations
- Seek opportunities to promote library services through presentations, membership on appropriate committees, and through participation in community events
- Actively develop and maintain resources to support community outreach and partnership development

Children's Department Management

- Supervise children's department staff in planning and execution of programming (e.g. storytimes, take-n-makes), as well as large-scale community events and outreach geared towards children and family (i.e. Touch-A-Truck, Summer Reading Club, Books & Bikes, etc.)
- Collaborate with local groups and initiatives such as Moose Jaw Literacy Network and Family Resource Centre to develop and provide resources and outreach initiatives for relevant demographics
- Manage, recruit, train, coach and evaluate children's department staff and seasonal/co-op students, as required

Leadership

- Operate as part of the management team alongside the Head Librarian and Assistant Head Librarian including responsibility for the Library Budget in the area of responsibility
- Deliver exemplary customer relations and service
- Develop community initiatives that support MJPL goals in collaboration with other library departments
- Champion system-wide Equity, Diversity and Inclusion initiatives
- Participate in leadership team meetings with MJPL management team and Palliser Regional Library management team
- Responsible, as part of the management team, in meeting the Goals of the Library's current Strategic Plan
- Operate from a trauma-informed care perspective, especially with affected vulnerable members of our population

Qualifications

Essential

- Minimum education: Master of Library and Information Science or equivalent graduate degree (e.g. Master of Information) from an ALA accredited institution
- A minimum two years' experience working in a library setting
- Strong team leader and team builder, both within the library and in the community
- Demonstrated experience in community programming and customer service
- Fosters a positive and engaged team culture where staff collaborate and are supported in the development of their knowledge and skills
- Strong ability to engage the community and professionally interact with partners and other organizations
- Strong ability to maintain numerous partnerships and relationships within the community
- Demonstrated ability to balance competing priorities and needs from internal and external stakeholders
- Strong understanding of marketing concepts to widely promote collections, services and programs
- Superior facilitation and interpersonal skills
- Exceptional programing and presentation skills
- Experience in recruiting, training, setting tasks, and supervising/coaching staff
- Strong communication skills
- Well-developed organizational, analytical and project management skills
- Demonstrated ability to develop, review and recommend changes to policies and procedures
- Demonstrated ability to manage multiple projects with minimal supervision
- Demonstrated commitment to equitable library service and genuine safety for all
- Strong time-management skills

Desirable

- Bachelor's degree or experience in social services or public relations, marketing and communications is considered an asset
- Grant writing experience is considered an asset
- Familiarity working in or supervising in a unionized environment
- Experience working with and serving vulnerable populations (individuals experiencing homelessness, mental health and addiction issues)
- Experience with research and professional and/or scholarly writing and conference presentations.

Hours

36.5 hours per week

Includes weekdays, evenings, and weekends as required.

Salary Range: \$62,000 - \$73,000

Relocation assistance may be available.

Application Process

Please submit a cover letter of application stating your suitability for the role (this should also include a statement of diversity, knowledge, experience and skills); a resume or CV; and, the names and contact details of three references, by end of day Monday June 5, 2023 to Gwen Fisher, Head Librarian, Moose Jaw Public Library at gfisher@moosejawlibrary.ca