The Chautauqua-Cattaraugus Library System seeks a Coordinator of Outreach and Special Projects who will find creative ways to serve our underserved populations; who possesses a demonstrated ability to work with a wide variety of patrons and library staff; and who possesses strong marketing and project management skills.

The position is full time, exempt, and requires frequent travel throughout our two counties.

CCLS is a Cooperative Public Library System serving 36 member libraries in a two-county area of 2,415 square miles.

Come enjoy Chautauqua and Cattaraugus Counties as we are home to four season recreational activities, world-class art and educational institutions, with the National Comedy Center, the Chautauqua Institution, and so much more!

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**Chautauqua-Cattaraugus Library System**

**Job Description**

**Job Title:** Coordinator of Outreach and Special Projects

**Department:** Outreach  **Reports to:** Executive Director  **Supervise Others:** No

**Schedule:** Full Time  **Status:** Exempt

**Position Overview:**
Manages the System’s Coordinated Outreach Program, develops local library programs and services to eight targeted outreach populations as identified in New York State Education Law. Manages special projects.

**Key Responsibilities/Functions:**
- Manage the Coordinated Outreach Services Program
- Provides expertise, mediation, facilitation and consultation to member libraries in the areas of outreach services, library best practices, and other areas as assigned.
- Manage assisted living, nursing home, and member library rotating deposit collection
- Liaisons on behalf of member libraries to the Division of Library Development in the area of outreach services; Liaisons with the New York State Talking Book and Braille Library on behalf of member libraries and the public.
- Coordinate special events and programs (eg. Big Read, Table at the County Fairs)
- Manage the Day Adventure Pass Program
- Manage the State Prison and County Jail library services budgets
- Manage the State Library Adult Literacy Grant
- Administer Outreach & Marketing grants to member libraries
- Develop target population continuing education programs for member libraries
- Represent CCLS at statewide outreach meetings
- Gather statistics, manage department budget, and prepare department reports
• Develops and implements Marketing campaigns, and leads the System Marketing Committee
• Communicate regularly with member libraries, and make frequent library site visits
• Travel, as required
• All other duties as assigned by the System Executive Director.

Qualifications and Skills Required:
• M.L.S. or M.L.I.S. from an ALA-accredited institution
• NYS Public Librarian Certification
• Valid NYS Driver’s license
• Strong verbal and written communication skills
• Ability to display original thinking and creativity, generate suggestions for improving working, and develop innovative approaches and ideas.
• Ability to work in a collaborative team environment with system and member library staff
• Ability to act effectively and efficiently amid changing priorities and circumstances
• Ability to work independently
• Thorough knowledge of general library methods, practices and techniques
• Knowledge of budgeting and grant processes
• Thorough knowledge of public library systems, procedures and policies particularly as they relate to a community library and outreach

Desirable:
• Three years of library experience, preferably in a public library setting
• Proficiency with varied technologies
• Familiarity using social media as an outreach, and marketing tool
• Social Services experience, and the ability to use creative techniques for serving underserved populations

Salary:
• $43,500.00 /year. Excellent benefits package.

To Apply: Apply online at https://www.indeedjobs.com/chatauqua-cattaraugus-library-system/hi/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLs_1WAXHb5RLCPR6wK5l_pE on or before the closing date of July 15, 2019. Upload resume & list 3 references in cover letter via Indeed's cover letter section (under Apply Now).