

HELP WANTED

Outreach Coordinator

Job Description:

- One year (March 2017-Jan. 2018) part-time position, extremely flexible hours.
- \$12/hr., not to exceed 270 hours total (approx. 5 hours/wk.)
- Outreach Coordinator for project to develop a one-stop online community resource center.
- Oversee and manage a one-stop resource center that will actively solicit input from individuals, businesses and organizations to promote area services, products and opportunities.

Job duties:

- General oversight of project in conjunction with Technology Consultant (who will be responsible for developing the website and other technological components) and the library's Public Relations Clerk and Director.
- Develop a contact list of area businesses and organizations (including home businesses) and solicit their input to the site (through personal visits and/or phone calls).
- Make short presentations at area organizational meetings: Town Board, GPS meetings, Lions, School, Garden Club, Seniors, Galway Women's Club, etc., etc.
- Design and produce a pamphlet to be handed out at presentations and around the area.
- Recruit a team of volunteers with strong community connections to help in the above.
- Work with Technology Consultant in developing a database of businesses and contacts.
- Write and edit content as needed.
- In conjunction with technology Consultant, train volunteers to maintain the project.

Qualifications:

- Self-motivated and pro-active
- Familiarity with the community to be served
- Ability to work well with others
- Strong communication skills: including writing, speaking and presentation skills; understanding of technology tools – websites, PowerPoint presentations, etc.
- Strong management and oversight skills

Send resume to gal-director@sals.edu.

5264 Sacandaga Rd. Galway, NY 12074 (518) 882-6385

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