

## **Job Announcement**

Keizer Community Library is hiring a part-time Bilingual Outreach Coordinator to increase the use of the library by Spanish speakers. This is a limited duration position scheduled to begin on May 1, 2024 and end on April 30, 2025.

## **About Us**

The mission of the Keizer Community Library is to be a dynamic organization that enhances the lives of patrons by connecting them to the world's wisdom, knowledge and culture through open access to information and creative expression in many formats. The Library is a small two-room volunteer library offering for free more than 15,000 items for checkout. The Library provides free Wi-Fi throughout, and six internet-connected computers for use by Library patrons and visitors. The Library offers a variety of children's programs (story times, crafts, summer and winter reading programs, for example), along with educational programs for all ages, including classes and presentations by authors and other professionals. Over the next biennium, it is our goal to increase our outreach to the bilingual community, provide additional resources for sight-impaired readers and increase access to technology for those who are in need of computers and printers to complete homework, job applications and employment searches.

## **What you will do**

The successful candidate will network with schools and community groups, plan, schedule and participate in educational and recreational library programming for Latino/a/x families, recruit Spanish-speakers to volunteer in the library, and help to develop the Spanish language collection. The successful candidate will be passionate about programming for youth, connecting with people in the library and the community, and will be excited about increasing library services for Spanish speakers. This position's focus will be on serving Spanish speaking youth (from birth to age 18), families, and those who work with these youth. This person will also assess how to make Keizer Community Library's space more welcoming to Spanish speakers.

## **What you need to qualify**

- Must be fluent in Spanish and English with an ability to speak, read and translate materials into Spanish.
- Experience communicating effectively in English and Spanish.
- Experience successfully working with community based organizations.
- Experience successfully working with diverse groups of people.
- Able to pass a criminal records check, should a job offer be extended.
- Able to drive to local schools and events or have other reliable transportation.

Any combination of relevant work experience, volunteering, education, and transferable skills will be considered as qualifying.

## **Desired Attributes**

- Able to work independently in accordance with established policies and procedures.
- Able to use initiative and judgment in completing tasks and responsibilities.
- Able to meet and work well with a variety of community based organizations, committees, and patrons.
- Able to work well with the Library Manager, Board members and volunteers.

## **Pay**

Pay will be \$18/hour at 8 hours per week. No benefits are included.

## **How to apply**

Please submit a resume and cover letter. In your cover letter, please include your qualifications relating to any of the desired attributes mentioned for this position (limit to no more than 2 pages). All materials must be submitted to [bj@keizerlibrary.org](mailto:bj@keizerlibrary.org) prior to 5:00 pm on Friday, April 12, 2024. Please contact BJ at 503-580-8969 or Mayra at 503-801-4867 if you have any questions on the application process.