

# Bellwood Public Library

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[www.bellwoodlibrary.org](http://www.bellwoodlibrary.org)



## **Job Title: Community Outreach Coordinator**

### **Reports to: Library Director**

**Salary:** \$17-\$25 (dependent on qualifications); Licensed Social Worker \$25-\$29

### **Position Summary:**

The Community Outreach Coordinator is responsible for developing, coordinating, and implementing community-centered services, partnerships, and events that address both the existing and emerging needs of the Bellwood community. This includes outreach to patrons of all ages, with a special focus on individuals experiencing challenges related to literacy, mental health, substance use, housing instability, and systemic barriers.

This role focuses on building and maintaining relationships with community-based organizations to expand the library's network of partners and to bridge gaps between the library and local services. Key areas of focus include community health, literacy, food access and nutrition education, violence prevention, victim services, housing access, and harm reduction.

The Outreach Coordinator also serves as a resource for library staff, offering guidance and support when responding to patrons with identified social or support needs.

### **Essential Duties:**

- Serve as a welcoming and empathetic representative of the library, demonstrating strong communication and interpersonal skills.
- Develop, implement, and evaluate outreach strategies to connect with vulnerable populations.
- Demonstrate strong communication skills.
- Work collaboratively with the Library Director and colleagues to identify and coordinate programs and services that align with community needs.
- Plan and lead outreach programs and initiatives in collaboration with other library departments.
- Update and maintain the Bellwood Library Community Resource Guide in collaboration with community partners and library staff.
- Update and maintain Community Resource Board, Community Events board, and public job listings.
- Manage the Riales Little Free Pantry, including accepting, sorting, tracking, and discarding donations as appropriate.
- Represent the library at community events, schools, senior centers, local organizations, and public meetings.
- Collaborate with school districts to support educational needs and encourage student engagement (including coordinating student volunteers).
- Assist with the delivery of library materials and services outside of the building as needed.
- Demonstrate strong rapport building skills (warm, engaged, self-aware, and self-reflective).
- Coordinate library participation in community-wide events such as resource fairs, cultural celebrations, and festivals.
- Utilize tools such as census data, community needs assessments, and patron feedback to inform outreach strategies.

- Collect and report data on outreach efforts and community impact.
- Leverage feedback and data from community partners to identify opportunities for library programs.
- Collaborate with our marketing department to reach our target audience.
- Share resources and opportunities for professional development with colleagues.
- Perform other associated duties as required, related to the above essential functions.
- Complies with all library and personnel rules and regulations.

### **Necessary Knowledge, Skills and Abilities**

- Bachelor's degree in social work, public health, education, community development, or a related field—or equivalent experience. Masters degrees are a plus.
- Experience working in community outreach, nonprofit services, or public libraries.
- Knowledge of social services, mental health, housing resources, and harm reduction practices.
- Strong organizational, analytical, and time-management skills.
- Strong communication and public speaking skills.
- Bilingual abilities are a plus (especially Spanish).
- Ability to work occasional evenings or weekends as needed.
- Intermediate digital skills preferred (Word, Excel, Qualtrics, and Canva etc.)

### **Working Conditions/Physical Requirements:**

- Work takes place in an indoor office environment.
- Ability to reliably travel to local and regional public services for meetings and networking purposes
- Ability to stand or sit for extended periods of time.
- Ability to reach, bend, stoop and lift up to 25 pounds and access library areas and materials.
- Ability to move loaded book bins and carts.

### **About Bellwood Public Library:**

Bellwood Public Library serves as a vibrant community hub in the heart of Bellwood, Illinois. We are committed to providing an open, welcoming space where residents of all ages can explore new ideas, discover reliable information, and connect with each other. As a cornerstone of the Bellwood community, we strive to meet the diverse needs of our patrons by providing exceptional services, programs, and resources.

### **Why Work with Us?**

- **Make an Impact:** Be an integral part of a library that is central to the Bellwood community, helping residents of all ages access valuable resources and information.
- **Inclusive Environment:** Join a team that values diversity and is committed to creating an environment where all individuals feel welcomed and supported.
- **Professional Development:** Opportunities for continuing education and training in library and information sciences.
- **Community Connection:** Engage directly with a diverse and dynamic community, helping to make a real difference in the lives of Bellwood residents.

### **How to Apply:**

Submit application with cover letter and resume with OUTREACH COORDINATOR in the subject line priority; applications received before to May 07, 2025 to Heather-Marie Montilla at [info@bellwoodlibrary.org](mailto:info@bellwoodlibrary.org). NO phone calls, please.

Bellwood Public Library is an equal opportunity employer. We encourage applicants from all backgrounds and experiences to apply and value diversity in our workplace.