

Community Engagement and Outreach Specialist Job Description (DRAFT)

Duties and Responsibilities:

- Outreach
 - Work to engage community with SPL and SHM services
 - Establish relationships with community partners and the community at large
 - Identify and work with community organizations to promote SPL and SHM services
 - Assist with coordinating and performing SPL/SHM joint tours
 - Attend community and school events to promote and represent SPL and SHM

- Membership
 - Create SHM donor and member database
 - Research and create SHM membership program
 - Maintain SHM membership program with Curator (newsletter, database management)

- Marketing and Publicity
 - Write and send out press releases and update community calendars and Peachjar
 - Assist with content creation, posting, and maintaining of SHM social media accounts, website, and promotional materials

- Fundraising
 - SHM liaison to Library Foundation at monthly meetings
 - Help develop fundraising plan and calendar for SHM

- Programming
 - Assist with planning and coordination of SHM programs as well as joint SHM/SPL programming

- DEI
 - Ensure that DEI best practices are included in all SHM policies and procedure

- Other
 - Attend Museum Committee meetings monthly
 - Work museum front desk at least once per week
 - Perform SHM tasks and duties which may not be specifically listed in the position description, but are within the general parameters of the position