

BASALT REGIONAL LIBRARY – JOB DESCRIPTION

JOB TITLE: Spanish Language Outreach Coordinator

SALARY/WAGE: \$27 per hour

REPORTS TO: Community Engagement Manager

STATUS: Full Time, Hourly, Non-Exempt

DEPARTMENT: Community Engagement

HOURS: 40 hours per week; may require nights and weekends

GENERAL JOB DESCRIPTION

The Spanish Language Outreach Coordinator is a bilingual Spanish-English speaker who connects the Basalt Regional Library District's Spanish speaking community with library services, training, and programs through diverse marketing channels. This role focuses on developing and implementing strategies to expand the library's reach to Spanish-speaking populations. Key tasks include managing the Spanish-language collections developing programs, translating promotional materials, and offering professional-level reference services in Spanish.

The coordinator helps shape library policies, oversees budgets in assigned areas, and collaborates with other departments, community members, and external agencies. This position also staffs the public service desk as needed.

All staff are expected to provide excellent customer service and work effectively in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts Spanish-language community outreach activities on behalf of the library
- Develops strategies for reaching members of the Spanish-speaking community to encourage library use, reading, education, etc.
- Develops Spanish-language trainings and programs that promote library services, messages, and/or programs
- Develops partnerships with groups to reach library goals
- Attends local community events and gatherings to promote library services
- Represents the library by giving presentations to community groups, at public meetings, and at other library outreach events
- Translates all marketing and promotional materials for the library, including website and social media posts
- Selects and maintains the library's Spanish-language collections, using best practices of professional librarianship
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services

- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, write, speak, and listen in Spanish and English at a bilingual level of proficiency
- Ability to form partnerships
- Ability to present and speak in public
- Ability to plan events, consider possible emergencies, and respond with planned contingencies
- Ability to translate written documents from English to Spanish and from Spanish to English
- Ability to drive personal vehicle to and from events outside the library
- Must possess excellent customer service skills and be a self-starter
- Ability to learn library operating systems, office equipment, and other technologies
- Ability to provide efficient and courteous patron service to a diverse patron population
- Ability to handle patron complaints and to resolve difficult situations
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties

EDUCATION AND EXPERIENCE

- A Bachelor's degree is required
- Minimum 2 years' experience in a related field is required
- Bilingual fluency in Spanish and English is required
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books

- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

X

Employee Signature

X

Date