



## Outreach Services Specialist

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| <b>Job Title:</b>     | <b>Outreach Services Specialist</b>                        |
| <b>Location:</b>      | <b>Ohio County Public Library, Wheeling, West Virginia</b> |
| <b>Position Type:</b> | <b>Full-Time (40 hours per week)</b>                       |
| <b>Reports to:</b>    | <b>Head of Adult Services</b>                              |

### Overview

Are you passionate about connecting people with resources, information, and opportunities? The Ohio County Public Library is seeking an energetic, creative, and community-focused Outreach Specialist to help bring library services beyond our walls and into the community.

This position plays a key role in expanding access to library programs, services, and collections by building partnerships with senior centers, local organizations, businesses, and community groups throughout Ohio County.

### Compensation and Benefits

Competitive benefits package including but not limited to health insurance, retirement, PTO, and paid holidays.

Pay Range: \$37,000 - \$42,000 commensurate on education and experience.

### Position Summary

The Outreach Specialist develops, coordinates, and delivers outreach services and programs that promote the mission of the Ohio County Public Library. This position serves as a library ambassador in the community, helping connect residents of all ages with library resources, educational opportunities, and lifelong learning experiences. This position reports to the Head of Adult Services.

## Essential Duties and Responsibilities

- Select and deliver library materials to senior facilities, high-rise apartments, and homebound patrons.
- Develop, maintain, and promote a consistent outreach schedule.
- Cultivate relationships with community organizations and identify opportunities to expand awareness of access to Library services.
- Assist with marketing and promotion of outreach activities through social media, print materials, and community engagement efforts.
- Assist outreach patrons with reference questions, book reservations, purchase requests, interlibrary loans, readers' advisory, and information requests.
- Provide one-on-one computer and technology assistance to homebound patrons with library-related technology and digital resources.
- Offer one-on-one computer classes by appointment at the library.
- Support and facilitate book clubs and other library programs for outreach locations and community agencies.
- Represent the library at civic meetings, media opportunities, and community events as needed.
- Staff the circulation and reference desks as needed.
- Maintain outreach records, statistics, schedules, and reports
- Support the library's mission, goals, and strategic initiatives.
- Perform other duties as assigned.

## Minimum Qualifications

- Associate degree required; Bachelor's degree in English, history, education, public administration, marketing, or related field preferred.
- Two years of experience in community engagement, customer service, education, libraries, public relations, marketing, nonprofit work, or a related field preferred.

- Valid driver's license and ability to travel throughout Ohio County and surrounding areas as needed.
- Ability to work occasional evenings and weekends.
- Satisfactory background check.

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

Successful candidates will demonstrate:

- Excellent interpersonal and customer service skills.
- Strong verbal and written communication abilities.
- Ability to speak comfortably before groups of all sizes.
- Skill in developing partnerships and collaborating with community organizations.
- Proficiency with computers, Microsoft Office applications, online communication platforms, and social media.
- Strong organizational and time-management skills.
- Ability to work independently while also functioning effectively as part of a team.
- Commitment to excellent public service and equitable access to information.

## **Physical Requirements and ADA Statement**

The Ohio County Public Library is committed to providing equal employment opportunities and reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), as amended.

An employee in this position must be able to perform the essential functions of the job, with or without reasonable accommodation. Duties may require frequent sitting, standing, walking, reaching, and use of hands; occasional lifting and carrying of outreach materials and equipment weighing up to 30 pounds; operation of a motor vehicle; and travel to community locations throughout the library's service area.

Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would create an undue hardship on library operations.

## Why Join Ohio County Public Library?

The Ohio County Public Library is dedicated to enriching lives through learning, literacy, and community engagement. We value innovation, collaboration, public service, and the creation of welcoming spaces for all residents.

If you enjoy building relationships, engaging with diverse communities, and making a positive impact through public service, we encourage you to apply.

## How to Apply

Submit:

- Cover Letter
- Resume
- Employment Application

to: [Amy.kastigar@ohiocountylibrary.org](mailto:Amy.kastigar@ohiocountylibrary.org)

Or:

Ohio County Public Library  
52 16th Street  
Wheeling, WV 26003

*Applications will be accepted until the position is filled.*

**The Ohio County Public Library is an Equal Opportunity Employer and encourages applications from qualified individuals of all backgrounds.**