

**Job Title:** Part-Time Library Outreach Coordinator

**Reports To:** Library Manager

**Hours:** Up to 20 hours per week (combination of in-person and remote work; flexible hours, including occasional evenings and weekends as needed)

**Compensation:** \$22-26/hour, no benefits

**Position Overview:**

The Preston (CT) Public Library seeks a creative, motivated, and community-minded individual to serve as our part-time Library Outreach Coordinator. This position plays a key role in building partnerships, expanding the Library's visibility, and securing funding to support programs and services. Working closely with the Library Manager, Board of Trustees, library staff, and the Friends of the Library, the Outreach Coordinator will represent the Library in the community, foster collaboration, and support communications across programming, the website, and social media.

**Responsibilities:**

- Represent the Library at community events, meetings, and with local stakeholders.
- Build and maintain partnerships with town groups, organizations, and other libraries.
- Collaborate with the Library Manager, Board of Trustees, staff, and the Friends of the Library to support programming and community initiatives.
- Seek funding opportunities through grants, sponsorships, and partnerships.
- Assist with library communications, including the website and social media content.
- Provide monthly updates and reports to the Library Manager on outreach and funding efforts.

**Qualifications:**

- Bachelor's degree or equivalent experience in communications or related field preferred.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively.
- Familiarity with library services, programming, and community engagement.
- Familiarity with the Town of Preston community preferred.

**Salary:**

- \$22-26/hour, up to 20 hours per week.

**To Apply:**

Please send a letter of interest and a resume to [prestonlibrarysearch@gmail.com](mailto:prestonlibrarysearch@gmail.com) by September 29, 2025.