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**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00457

Title Staff Development & Community Advocacy Coordinator

Department Chester County Library

Location 450 Exton Square Parkway, Exton, PA

Library Assistant VI (Staff Development and Community Advocacy Coordinator)

This position is responsible for coordinating, creating, presenting and/or tracking continuing education opportunities for nearly 400 staff and more than 100 volunteer Board members. This position serves as a representative of the Library System at numerous internal and external meetings.

The successful candidate for this position will hold at a minimum a bachelor's degree in a related field, with at least three years progressive relevant experience. This position requires: strong customer service and interpersonal skills, a desire and ability to work cooperatively with people from various departments and organizations as a team member and/or leader, excellent oral and written communication skills, and the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent presentation and technical related skills, must be able to work within deadlines and maintaining currency on designated issues to plan and 'futureproof' trainings.

The ideal candidate will have knowledge of current best practices in adult education, understanding of organizational dynamics, and familiarity with Non-Profit Board governance. Additionally, understanding of Library issues like Intellectual Freedom, Confidentiality of Patron Records and Strategic Planning.

Knowledge of Microsoft Office is required. Knowledge of Adobe Presenter (or similar software) is preferred. Must possess a valid driver's license.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

A completed application, resume and cover letter are required.

Position Type: Full Time / Exempt

Salary Information: Salary range available beginning at \$44,886.66 annually based on education and experience.

Shift: Hours will vary by week. Monday – Friday, includes an occasional evening or weekend.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 7/7/2020

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698