



## LIBRARY OF VIRGINIA

### OUTREACH SPECIALIST

Position #00070 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$47,000 to \$52,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, Public Services and Outreach/Education is seeking an Outreach Specialist, Library Specialist II, to coordinate the development and implementation of the Library's LVA On the Go signature program. Develop and maintain community partnerships, identify opportunities for Library participation in local community events, and create innovative programming. To coordinate the development and implementation of the department's virtual programs and outreach. To coordinate and provide logistical support for virtual public programming aimed at various audiences over in-person and distance learning platforms. To coordinate and implement the traveling exhibition program. To coordinate the department's social media contributions to the library's social media platforms.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

### BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

### CORE RESPONSIBILITIES

60% - Develops, coordinates, and implements outreach programming;

20% - Presentations and programs;

10% - Coordinates traveling exhibitions;

05% - Coordinates the department's social media; and,

05% - Participates in long-range and short-range planning for the work unit and division.

**This is an exempt level position and is eligible for limited teleworking after the first six months of employment.**

### REQUIRED QUALIFICATIONS

- Considerable experience in library, scholarly, or community programming, particularly in collaborative teams for events and visiting groups is desirable;
- Considerable knowledge and experience in outreach and virtual programming to a variety of audiences;
- Considerable knowledge of Virginia & US history and government;
- Considerable knowledge and experience using social media in a library, school, museum, or similar organization;
- Demonstrated ability to analyze and resolve problems, to plan effectively, and to communicate both orally and in writing with supervisors and other staff members;
- Demonstrated ability to plan and carry out projects and direct the work of others;
- Demonstrated ability to thrive within a fast-paced environment and adapt to change;
- Demonstrated ability to work independently and as part of a team;
- Demonstrated ability to handle day-to-day office details while also planning programs several years in advance;
- Excellent listening, networking, and communication skills;
- Excellent program coordination and interpersonal skills;

- Strong technology skills; and,
- Valid Virginia Driver's License.

### PREFERRED QUALIFICATIONS

- Undergraduate degree in history, public history, library science, museum studies or a related field; and,
- Master's degree in history, public history, library science, museum studies, or related field.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

### APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Outreach Specialist - Richmond, Virginia, United States](#) for position #00070. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

### An EEO/AA/ADA Employer

### SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.