



## LIBRARY OF VIRGINIA

### COMMUNITY ENGAGEMENT & PARTNERSHIPS

Position #00240 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$45,000 to \$50,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, the state library and archives of the commonwealth, is seeking a Community Engagement and Partnerships, Library Specialist II, to focus on relationship building with underrepresented communities throughout the commonwealth of Virginia. The candidate selected for this position will identify and engage organizations and individuals within the diverse ethnic communities throughout the commonwealth through an equity lens. This position is responsible for developing and maintaining community partnerships, developing new strategies of engagement to improve the experiences that the Library serves based on input from those communities, and identifying underrepresented communities that the Library might better serve through outreach and community partnerships. This position not only will build and strengthen relationships and partnerships with communities but also will build collaborations with local historians and experts. Working with community partners, the position will create educational materials to facilitate discussions beyond the Library and to increase awareness of our collections, and to bring new audiences to the Library.

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

40% - Identify and Engage with Underrepresented Communities

40% - Develop and Maintain Community Partnerships

15% - Develops, Coordinates, and Implements Partner Programming and Online Educational Resources

05% - Participates in Long- 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

- Experience in community engagement, partnerships, and programming, particularly working with underrepresented communities;
- Considerable knowledge of American history and culture;
- Familiarity with concepts of learning and educational approaches to teaching in a variety of media;
- Demonstrated ability to work effectively and collaboratively with colleagues, partners, and community members;
- Demonstrated ability to analyze and resolve problems;
- Demonstrated ability to plan effectively;
- Demonstrated ability to communicate both orally and in writing with supervisors, other staff members, and community partners;
- Demonstrated ability to deliver presentations, analyze research materials, and write effectively;
- Demonstrated ability to plan and carry out projects and direct the work of others, as appropriate;

- Ability to work independently and as part of a team;
- Ability to interpret and convey complex humanities themes to a broad and diverse general audience;
- Ability to handle day-to-day office details while also planning programs several years in advance; and
- Excellent program coordination and interpersonal skills.

### PREFERRED QUALIFICATIONS

- Undergraduate degree in history, public history, education, or museum studies preferred;
- Master's degree in history, public history, museum studies, education, or library science or equivalent experience desirable;
- Knowledge of Virginia history and culture preferred;
- Some knowledge of current trends in the field of libraries and educational instruction desirable; and
- Ability to read, write, and translate in a language in addition to English desirable.

**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 [Community Engagement & Partnerships Specialist - Richmond, Virginia, United States](#) for position #00240. **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.