

Position Description  
**Community Outreach Coordinator**

*Adopted March 26, 2026*

**Overview:** Initially reports to the Library Director. Works with all staff, Foundation Board members, and Friends Board members as needed to coordinate among these multiple Chatham library organizations on publicity and selected programming work as directed.

**Duties, Functions, Responsibilities**

Duties may include but are not limited to:

- Assist Director in determining effective outreach functions and support materials.
- Coordinate the dissemination of program and service information through press releases, brochures, social media posts, other outreach materials or venues as directed.
- Strategize with Chatham Library Foundation and Friends of the Library of the Chathams regarding a coordinated outreach effort.
- Plan and disseminate advocacy, post-event and non-event outreach.
- Weekly eNewsletters customization and dissemination.
- Social media planning and execution.
- Website editing and development as directed.
- Act as liaison to selected community groups.
- In conjunction with the Assistant Director and Department Heads, research, schedule, plan, organize, and develop program ideas, develop materials, coordinate program logistics as appropriate, and present instructional programs.
- Participate in the strategic planning process and plan execution. Include testing new outreach mechanisms and technologies.
- Develop the formal marketing plan for library, foundation and Friends consideration. Implement final plan.
- Edit and proofread publicity materials.
- May participate in print newsletter development.
- Plan and execute events.
- Projects as assigned by Director.
- Position description may be changed at any time as management needs require.

**Knowledge, Skills, Abilities**

- Background in fundraising, public relations or marketing.
- Track record of excellent written and verbal communications, interpersonal and organizational skills.
- Creative and technical writing skills, extensive proofreading and editing experience.
- Ability to organize and prioritize among multiple simultaneous projects.
- Strong analytical, problem-solving and troubleshooting skills.
- Flexible schedule to accommodate outreach needs.

**Working Conditions**

- Work involves both indoor and outdoor tasks and occasional exposure to cleaning supplies, dust, and variable weather.

- Local travel required.
- Requires standing, bending, and lifting up to 50 pounds.
- A 40-hour work week with variable hours that include evenings and weekends.

### **Compensation and Benefits**

- Salary: \$70,000 - \$75,000
- The position comes with participation in the New Jersey State Health Benefits program, enrollment in PERS state pension, paid vacation, sick and personal days, and holidays.

**To Apply:** Please email your resume to Director Karen Brodsky at [jobs@chathamlibrary.org](mailto:jobs@chathamlibrary.org)  
Your application will be considered confidential.

The Library of the Chathams is a joint municipal library that connects the 20,000+ residents of Chatham Borough and Chatham Township with educational resources, as well as opportunities to enrich their lives with cultural and social experiences. The library is a member of the Main Library Alliance, which includes over 50 public libraries. Library of the Chatham is supported by a dynamic and dedicated staff of 40+ hardworking individuals, a generous Friends group, an active roster of volunteers, and a newly formed Foundation. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, or national origin.