



Community Engagement Manager

City of Bridgeport
Bridgeport, WV 26330

Job Status: Full-time

Hourly Wage: \$45,466.00

Application submission deadline: December 2, 2024 at 3:00 pm

Job Summary:

The City of Bridgeport Public Library is in search of a full-time Community Engagement Manager. This position reports directly to the Library Director and oversees all programming, outreach, marketing, and public relations in a public library. The Community Engagement Manager supervises staff in the Programming, Outreach, and Marketing (POM) Department and manages library volunteers.

Duties:

- Supervises, schedules, and mentors staff in Programming, Outreach, and Marketing (POM) Department
- Develops and implements goals, policies, and procedures including Marketing Plan for POM Department
- Forms and leads inter-library committees for large-scale projects
- Develops and implements strategies to enhance user experience, including using statistics, to tailor programming to meet community needs and drive program attendance
- Collects, prepares, assembles, and analyzes data for Library Director
- Initiates new outreach opportunities and attends events to promote library services and programs
- Collaborates with City Departments and community organizations for projects
- Manages Friends of the Bridgeport Public Library and library volunteers
- Serves as point of contact for civic groups and community organizations
- Corresponds with local news media outlets
- Manages and facilitates community history projects
- Monitors and responds to social media comments and messages
- Creates and disseminates email newsletters
- Manages outreach and programming calendars
- Ensures adequate evening and weekend coverage in the POM Department
- Oversees and approves library displays
- Serves as library webmaster as assigned
- Attends management meetings, participates in professional organizations, and stays informed of new trends and innovations in the field
- Participates in occasional formal presentations
- Assists with grant writing as assigned

Qualifications:

- Bachelor's degree required.
- Two (2) or more years of library experience required as team lead or supervisor.
- Valid Driver's License

Interested applicants can apply preferably through [Indeed.com](https://www.indeed.com) or send resumes/applications to Amanda Woody, Human Resources Director, City of Bridgeport, 515 West Main St., Bridgeport, WV 26330 or awoody@bridgeportwv.com.

EOE/M/F/D/V.