

POSITION: MeL Engagement Specialist, Public Libraries

Primary Responsibilities:

Participate as active, effective member of the Shared Library Systems team with primary responsibility for developing and delivering innovative, interactive face-to-face and remote training and educational engagement for the Michigan public library community. Build and maintain strong relationships with librarians, paraprofessionals, and library administrators through regular communication. Develop training materials. Support usage of the MeL eResources through education and engagement programs. Support efforts to encourage a learning culture in Michigan public libraries.

Characteristic Duties:

1. Solicit regular feedback from public library community members to determine needs and align MeL resources to best meet those needs
2. Conceptualize and deliver on all stages of a project within established timeframes (and simultaneously manage several projects to successful completion)
3. Create, edit, and format a wide variety of synchronous and asynchronous training materials (e.g., webinar scripts, training manuals, storyboards, videos, etc.)
4. Build and document best practices for using MeL eResources in public library environments
5. Communicate about MeL eResources content, trends, and usage tips information with the public library community via regular social media postings and newsletter briefs
6. Evaluate effectiveness of training programs through interviews, surveys, and analysis with external and internal stakeholders
7. Assist in the development of a marketing plan for MeL eResources including the evaluation of messaging, communication channels, promotional strategies, and deployment of social media efforts

Related Duties:

1. Attend joint MCLS/Library of Michigan MeL team meetings
2. Attend MCLS staff meetings
3. Present updates at conferences, meetings, etc.
4. Attend seminars and workshops related to general professional growth
5. Other duties as assigned

Required Qualifications:

1. Bachelor's Degree in Education, Library Science, or related field
2. Minimum 3 years training/instructional experience
3. Excellent written and verbal communication skills
4. Demonstrated ability to adapt to the ongoing changes in the training environment
5. Demonstrated experience in facilitating or developing learning programs for virtual and/or in-person classrooms

6. Demonstrated technology skills including, but not limited to, knowledge of methods for managing and publishing online content
7. Demonstrated ability to manage a diverse set of responsibilities and tasks, both independently and as a team member
8. Demonstrated presentation skills
9. Proven ability to be self-directed, proactive, innovative, and results-oriented
10. Ability to travel and manage a travel budget within set guidelines

Desired Qualifications:

1. Familiarity with the MeL eResources
2. Public library experience
3. Master's Degree in Library Science, Education, or related field

Minimum Salary:

\$55,000

Supervision Received:

Supervision received from the Manager of Shared Library Systems

Supervision Exercised:

None