

Bilingual Program Coordinator

J. Lewis Crozer Library and Chester Eastside, Inc.

The J. Lewis Crozer, the public library in Chester, PA, has defined a programming model, with a few priorities:

- Program quality to promote reading education and to enhance learning for all ages.
- Robust outreach and interaction with both local schools and other community partners.
- Delivering programming in the library, virtually, and on-site in relevant locations.

Chester Eastside, Inc., provides Out of School Time (OST) academic, social and enrichment programming; summer camp, a community garden and a food pantry.

In a shared desire to serve Chester's growing Latino population, Crozer Library and Chester Eastside are collaborating to fill a newly-developed position, as part of a wider bilingual/bicultural initiative.

Bilingual Program Coordinator

Are you fluent in Spanish and English?

Do you have teaching experience or related experience with children, with teens, or with adults? Are you enthusiastic about fostering learning and engaging with educators and other partners?

With the goal of emphasizing collaborative work with partner organizations to benefit the entire Chester community, the Library and CEI invite applicants to submit their cover letters and resumes for the newly-developed, grant-funded position of **Bilingual Program Coordinator**, which will play a key role in fulfilling the organizations' missions.

The employee will divide time between the library (morning/early afternoon) and CEI (after school), while also connecting them. Reporting to the Library's Head of Programming and CEI Director of Education, the individual will aid in developing and delivering on and off-site programming.

Working with staff, the person will support learning and reading enhancement, including ESL and digital literacy, and increase awareness of available services and opportunities.

With community partners such as the schools, Boys' and Girls' Club, the Chester Education Foundation, the housing authority and organizations that address the needs of the Spanish-speaking community, the Coordinator will have a key role in supporting the library and CEI in more directly engaging with these individuals.

The individual will assist in the ongoing expansion of the bilingual and Spanish-language collections at each site. The library owns more than 40,000 books and print materials, as well as access to tens of thousands of e-books, audiobooks and electronic journals; streaming movies and other items. CEI's resource room has more than 5,000 age-appropriate titles, laptops and added materials. Enhancing the bilingual/bicultural collections is a priority for both organizations, focusing on purchasing high-quality and culturally-appropriate titles.

The staff member will help facilitate ongoing needs assessment, including data collection and analysis, regarding library/CEI programming and services. Additional responsibilities include organizing a community-based Latino advisory group, maintaining awareness of best practices and successful models to address the needs of Spanish speakers and assisting in promoting programming and services via social media and websites.

The individual will also be available to the staff of the Wellness Center, a project of CEI, Widener University, St. Paul's Episcopal Church and the Episcopal Diocese of Pennsylvania, housed adjacent to CEI's facilities at St. Paul's, assisting ESL clients. The free clinic is open 9 a.m.-5 p.m., every Wednesday for general medical care for children, adults and families.

The successful candidate will be committed to the design and delivery of the highest quality programming for participants, possess effective communication skills, and will be forward thinking and a team player.

This dynamic individual is:

- Committed to stellar customer service and the highest level of programming and services for the benefit of all participants.
- Flexible and committed to continual learning and professional growth.

- Well-organized.
- And, enthusiastic about outreach and partner engagement.

EDUCATION/EXPERIENCE

- A combination of educational credentials and proven work experience, providing preparation for the range of position responsibilities. (Bachelor's degree required.)
 - Previous experience in teaching, providing training or professional development, or in another instructional role.
 - Experience in working with children and/or young adults (or directly relevant, comparable experience).
 - Valid driver's license and reliable transportation for outreach and programming.
 - Previous library experience preferred, but not required.
- Pennsylvania criminal and child abuse and FBI background checks required upon hire.

SALARY/BENEFITS

- Beginning salary in the mid 40's.
- Paid health and dental insurance.
- Optional TIAA-CREF participation.
- Organizational commitment to encouragement of professional development.

Send letter of application and resume, with contact information for three professional references, to crozerlibrary@delcolibraries.org (**Subject line should read - Bilingual Program Coordinator**) Applications will be reviewed on an ongoing basis until the position is filled.

Attn: Search Committee, Bilingual Program Coordinator

J. Lewis Crozer Library
620 Engle Street
Chester, PA 19013