

FLSA: Non-Exempt

**DEPARTMENT: ADMINISTRATION**

**POSITION TITLE: GOVERNMENT & COMMUNITY RELATIONS  
COORDINATOR**

**REPORTS TO: EXECUTIVE DIRECTOR**

**GENERAL DESCRIPTION:** Working with the Executive Director this employee is responsible for the development, coordination, and implementation of all governmental and public advocacy efforts on behalf of the Suffolk Cooperative Library System and its fifty-six member libraries.

**ESSENTIAL FUNCTIONS:**

1. Represent SCLS at meetings with elected officials, community groups, and organizations.
2. Collaborate with Executive Director, and others, in developing a regional library advocacy strategy.
3. Monitor and analyze local, state, and federal legislation and policies impacting libraries.
4. Develop and implement strategies to advocate for library funding and supportive legislation.
5. Build and maintain relationships with elected officials and their staff.
6. Prepare and deliver testimony, presentations, and written communication to government bodies.
7. Collaborate with library associations and other advocacy groups on legislative initiatives.
8. Stay current on trends and best practices in library advocacy and community engagement.
9. Draft advocacy content for multiple platforms.
10. Create opportunities for legislative and community engagement including scheduling meetings, press events, and photo opportunities.
11. Train and develop SCLS staff and stakeholders to become effective library advocates.

**OTHER FUNCTIONS:**

1. Travels to library-related events to coordinate, represent, and photo/record content.
2. Prepares reports, memoranda, public relations content, and other written materials.
3. Exhibit professional behavior, attitude, appearance, and courtesy while working with SCLS/member library staff and library stakeholders as well as in all written and oral communication.
4. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Strong writing and copy-editing skills.
2. Excellent organizational skills and the ability to communicate effectively, orally and in

writing, with library employees, consultants, elected officials, other governmental agency representatives, and the general public.

3. Ability to deal tactfully and courteously with others in a team setting.
4. Ability to work without direct supervision and to meet deadlines.
5. Ability to work a flexible schedule including nights, weekends, and to travel regularly.
6. Ability to make Sustainable work-related decision.

**REQUIRED EXPERIENCE AND TRAINING:**

1. Bachelor's degree in Political Science or a related field.
2. Must have demonstrated success in developing and maintaining credible, influential relationships with key government and community leaders.
3. Familiarity with governmental legislative and funding processes.
4. Valid driver's license.