



NOTICE OF JOB VACANCY

Position: Community Engagement Manager, RPT¹
Location: Development & Communications Department, Central Library
Job Group/Salary: Managerial-Confidential, \$30.00 per hour
Type of Appt: Provisional²
Date of Posting: June 3, 2025

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree with five (5) years of professional experience in developing community programs or fundraising-related field in a non-profit or business setting, including or supplemented by three (3) years grant writing at a national and/or international level; **or**
- B) Master's Degree with four (4) years of experience in developing community programs or fundraising-related field in a non-profit or business setting, including or supplemented by two (2) years grant writing at a national and/or international level.

SPECIFIC REQUIREMENTS:

- Experienced community engagement practitioner with knowledge of strategies and techniques needed to develop, implement, and maintain community partners in an effort to plan and execute public programs/events/activities that enrich the lives of local residents;
- Demonstrated ability to write grants, media releases, public service announcements that promote community activities.

SAMPLE WORK ACTIVITIES (illustrative only):

- Library liaison to local and regional cultural, social, and educational organizations for the purpose of building a network of resources available through the Library;
- Plans or assists in planning public programs in partnership with external organizations;
- Identifies potential funding opportunities on the local, state, and national levels to support library initiatives and lifelong learning;
- Represents the Library on committee and working groups;
- Provides input into creation of the Library's Community Engagement Plan.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

- Experience in working with individuals and organizations to plan public programming;
- Demonstrated ability to manage time to achieve goals in a deadline driven environment; flexibility to work a non-traditional schedule as required;
- Excellent writing, grammar, and communication skills;
- Microsoft experience helpful.

HOW TO APPLY:

- Interested candidates should send a cover letter and resume to hr@buffalolib.org or to:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

- This posting will remain open until the position is filled.
Please note that candidates must reside in Erie County for at least 30 days prior to appointment.

¹ This is a RPT (regular-part-time) position at approximately 30 hours per week.

² Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.