

Location: Enoch Pratt Free Library

Job Title: Emerging Workforce Strategist

Vacancy Number: 2023-08

Responsibilities: The Pratt Library is in search of an Emerging Workforce Strategist to manage the Job and Career Center. This position will be responsible for supervising the Career Online Highschool Coordinator and a Library Professional Associate to facilitate career services outreach. The Emerging Workforce Strategist will be expected to participate in statewide collaboration efforts which include participation in the state Workforce community of practice and spearheading initiatives which will increase Workforce opportunities and programming across the state. Under the supervision of the Deputy Chief of the State Library Resource Center, the Emerging Workforce Strategist is responsible for the Library's Job and Career Information Center that provides career information, materials, and services that support a local and statewide customer base in the Pratt Library role as Maryland's State Library. The Emerging Workforce Strategist: Develops and maintains local and statewide collaborations and outreach programs; designing and presenting training workshops for the general public and the Maryland library community. Provides training and support to the Library Associate Training Institute and State Library Resource Center Conference in the area of workforce development, designing online courses, learning modules, and web-based subject guides. Provides one-on-one customer assistance with the resume and job application process; makes recommendations to the Collection Management Department for the ordering of materials in a variety of formats relating to general career information, employment trends, resume writing and interviewing skills. Provides information resource, training, and presentation support to the Library's Neighborhoods Library Services (NLS) Division and Mobile Job Center (MJC) staff. Schedules Workforce Outreach throughout community partner organizations, Pratt branches and within Central in coordination with NLS and the MJC. Answers customer inquiries concerning workforce and career information and provides consultation services to customers conducting a workforce search. Takes an active role in addressing appropriate SLRC Annual Plan and Enoch Pratt Free Library Strategic Plan initiatives. Develops an annual private funds budget request for the Center and evaluates the Center's programs and performance; Submits a monthly and an annual report describing accomplishments and annual outcomes to the Chief of the State Library Resource Center as well as to outside funders as required.

Requirements: Master's Degree, MLIS or MLS Degree from an accredited college or university preferred. One year of supervisory experience. Two years of demonstrated successful, and increasingly responsible planning, programming, public speaking, and networking in a workforce or public library setting. Demonstrated experience with the Microsoft Suite of applications and virtual training platforms e.g., Zoom, Google Meet, etc.

Salary Range: \$53,065

Application Process: <https://tinyurl.com/Emerging-WF-Dev>

Special Requests:

Closing Date: Open until filled