

Bilingual Spanish Outreach Specialist

JOB TITLE: Bilingual Spanish Outreach Specialist

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Strategic Services

APPROVED DATE: 10/2021

REVISED DATE: 02/2022, 11/2023

Job Summary

The Bilingual Spanish Outreach Specialist contributes to the delivery of systemwide and community equity, diversity, and inclusion (EDI) efforts including guiding, facilitating, and delivering community outreach, programming, services, and staff development. This is done through intentional partnership development and collaboration with diverse and underrepresented communities and creating connections across all departments and staff.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Facilitate direct engagement with historically underserved communities in the library service area in alignment with the organization's strategic goals and priorities.
2. Coordinate and support programming and service work of community library staff as it relates to EDI. For example, cultural programs for all ages, working with English language learners.
3. Support organizational initiatives and projects under direction of the EDI Manager.

4. Coordinate opportunities to share library information through strategic, stakeholder, community, and partnership engagement events.
5. Develop ongoing collaborative relationships with community groups, leaders, and strategic partners.
6. Assist in the design, delivery, and evaluation of services to achieve organizational and strategic EDI goals and objectives.
7. Coordinate and assist in the design, delivery, and evaluation of services to achieve organizational and strategic EDI goals and objectives.
8. Build staff EDI competencies to deliver and assess equitable, diverse, and inclusive library programs and services.

Additional Duties and Responsibilities

1. Prepare correspondence, reports, proposals, and publications.
2. Serve on various library committees as assigned.
3. Attend appropriate continuing education trainings and classes to maintain a high level of competence needed to perform the duties required.
4. Attend meetings and workshops as assigned.
5. Assist with special projects as required.
6. Perform other duties as assigned.

Supervision

The position reports to the Equity, Inclusion and Development Manager. The position does not supervise the work of others but is required to lead project teams.

Knowledge, Skills, and Abilities

1. Demonstrated knowledge and understanding of best practices in organizational equity, diversity, and inclusion, particularly through a racial equity, social impact, intersectionality, and disability perspective.
2. Ability to read, write, translate and converse with fluency in both Spanish and English and pass a language skills assessment.
3. Ability to plan, develop, and facilitate training for diverse and multicultural audiences.
4. Ability to speak before and facilitate a variety of groups.

5. Strong cultural sensitivity and competency.
6. Ability to establish working relationships with a broad diversity of staff in a manner that enhances their performance and assures quality results.
7. Knowledge of public library resources, programs, and services.
8. Knowledge of the principles of intellectual freedom in public libraries.
9. Ability to work independently and set priorities.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to travel to other community libraries, community events, and various other sites.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases and electronic content platforms, e-mail, chat, social media platforms, and internet navigation in addition to other office equipment and systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Bachelor's degree, or technical training in relevant area of expertise.
2. Demonstrated work experience with organizational equity, diversity, and inclusion.
3. Previous work experience within libraries or with extensive public contact serving a diverse clientele.
4. Experience as a team leader in libraries, nonprofits, or public sector.
5. Fluency in multiple languages is desired.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

An incumbent is expected to occasionally travel to the various community libraries in the District to meet with staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.