

Louisiana Resource Center for Educators (LRCE)

Librarian

THE ROLE

The **Librarian** runs general library operations that support the work of 2,500 teachers employed by member schools. When successful, you will ensure that library operations serve all users and contribute to cultivating an inclusive, close-knit, high-performing community. **In-short...you will run all aspects of your own library** including responsibility for ongoing library and patron communication; managing the collection from cataloging to circulation; marketing to patrons; and providing reporting on library services to assist in LRCE's fundraising and development work.

- **You believe in user-first solutions.** You believe successful library operations seamlessly meet user-needs. You seek user-feedback to evolve your work. When things go wrong or problems arise, you see them as an opportunity to be creative and to partner with others. You bring a customer service approach to all interactions with teachers and staff.
- **You are passionate about creating an inclusive community.** You believe that library operations speak loudly about who we are as a community and what we value. You seek to honor the diversity within our community and create opportunities for inclusion and connectedness through your work – whether in an email communication or a patron appreciation gift. You see library operations as deeply relational, with the potential to foster a deeply connected community.
- **You obsess about the details and take on less glamorous tasks with joy.** You believe library operations are about laying the groundwork and creating systems that allow others to thrive and fully focus on their work of teaching. You take ownership during challenging situations and gladly put in the elbow grease on administrative work that requires detail-orientation such as collection additions, managing the circulation, and detailed reporting. You connect how these smaller tasks are important to the larger work and consider it your personal responsibility to ensure things get done on time and at a high level of precision.
- **You have insatiable curiosity and bounce back from mistakes quickly.** As you plan, you ask questions, seek out answers on your own and take on tons of feedback. You fundamentally believe that there are solutions to any challenge. When you hit a barrier, you find solutions around it. Everything is better than it was last time and you always follow through.

This position is part of the LRCE Administrative team and reports to the Executive Director.

THE ORGANIZATION

There are thousands of Louisiana classrooms being taught by underprepared or uncertified teachers, leading to reduced educational outcomes for many of our most vulnerable communities. LRCE's library provides essential classroom resources for member districts and LRCE Teach! provides rigorous training and development for educators that quickly gets them prepared and certified to teach.

LRCE's mission is to identify, magnify, and redistribute educational capacity in Louisiana. We are seeking individuals who align with our mission, core values and commitment to Diversity Equity & Inclusiveness.

THE DUTIES

Manage Existing Collection (15%)

- De-selection, inventory, repairing and display of current collection to maximize library patron access
- Managing collection additions including production of barcodes & labels, cataloging, call numbers and shifting

Circulation (35%)

- Management and execution of check-ins, check-outs, shelving and overdue notices with the assistance of extremely part-time volunteers

- Monthly and yearly utilization reporting for member schools and districts

Patrons (35%)

- Respond to all external information requests regarding LRCE Library within one business day and internal requests within four business hours.
- Maintain accurate and up to date records, such as contact information for teachers and schools; school site details; and main points of contact at each school.
- Fill library check out requests for local pick-up or mailing including accurate labeling, addresses and return postage.
- Develop and maintain patron wish lists for new resources.

Marketing & Communication (10%)

- Design, edit, and send email communication to our patrons at least once four times per month. Your communication should ensure that Library patrons have easy access to must-know information and feel connected to our broader work in Louisiana.
- Update and maintain LRCE library web pages and social media presence to include new and relevant information on the library's services and collection.
- Develop and maintain close relationship with school and district library and media specialists.
- Regularly communicate with state and local curriculum leaders to inform of LRCE's library services and current or upcoming teacher resource needs.

Lead Across the Organization (5%)

- Serve as an active and engaged member of the education community; productively engage in peer-to-peer learning and conflict; and manage up to various members of the LRCE team.
- **Operate with a deep commitment to our core values**, including partnering with people in the communities that may offer differing perspectives such as parents, teachers, and school leaders.
- Serve as part of a rotation of team representatives to support LRCE room utilization for social and professional events, which may include weekday evenings and weekends.
- Participate in staff-wide training and meetings.

THE MUST HAVES

Prior Experience

- 4+ years experience working in a library environment
- Work experience in an educational environment such as a K-12 school or university highly preferred

Work Demands

- Occasional evenings and weekends required
- Working hours between 8am-5pm most days, unless otherwise arranged with manager
- Ability to travel to in-person meetings or event spaces around Louisiana
- Ability to lift and transport up to 25 lbs when moving materials and equipment.

Skills

- Project planning for large scale events serving 200-300 people
- Problem-solving and conflict resolution when interfacing with staff and with teachers
- Develop user-oriented systems for tracking information and accomplishing tasks
- Compile visually appealing and compelling communication; edit communication for clarity and appeal to audience
- Communicate logistical information clearly and with purpose in written and verbal communication
- Attention to detail and accuracy when recording information, planning for projects, and completing reports
- Proficiency using Word, Powerpoint, Excel, Access and related Google Suite programs required; experience working in Constant Contact, Zoho CRM and Quickbooks preferred
- Proficiency in library management software required; proficiency in Destiny preferred

Education

- Bachelor's Degree Required; MLIS highly preferred

THE TEAM

In 1998, LRCE was formed to help teachers help children, and to date, has trained over 1700 new teachers for Louisiana schools and redistributed over 100,000 classroom resources annually. We will need great leaders to join us in this work.

THE PERKS

By joining staff, you join a network of individuals committed to pursuing solutions that are grounded in a focus on what is best for students in Louisiana and developing themselves as professionals in the process. We as an organization value the longevity of our employees and offer a comprehensive and competitive benefits plan. The salary for this position is also competitive and depends on your prior work experience. Please be advised, you will have an opportunity to discuss salary in more detail after you begin the application process.

TO APPLY

Send your cover letter and resumé to info@lrce.org

WE ARE DEEPLY COMMITTED TO DIVERSITY, EQUITY & INCLUSION

LRCE encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

LRCE is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

- *This job description reflects LRCE's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign or eliminate duties and responsibilities to this role at any time.*