

Fond du Lac Public Library

Position: SEED Design Lab Assistant 1 (LTE)
Service Area: Idea Studio (Design Lab Program)
Reports to: Design Lab Program Manager
Special notes: Part time; LTE grant-funded; Hybrid-remote (flexible mix), 19.5 hours per week

Under the general supervision of the Design Lab Program Manager, The SEED Design Lab Assistant 1 is responsible for undertaking a variety of marketing and administrative tasks for the 2021-2026 STEAM (Science, Technology, Engineering, Arts & Mathematics) Ecosystem Expansion Demonstration Project (SEED Project), funded by the U.S. Dept. of Education's Assistance for Arts Education (AAE) grant and administered by Dramatic Results, a non-profit educational arts agency. The goal of the project is to develop communities' capacity to create and sustain high-quality, engaging, and equitable STEAM programs for underrepresented students in an effort to build arts-integrated educational pathways to a more diverse creative workforce, with project sites located in California, Maryland and Wisconsin.

The essential duties listed below are not meant to be all inclusive; other tasks may be assigned. All library employees are expected to work a flexible schedule, including nights and weekends. Please note that this position requires a high amount of collaboration, both locally and with nationwide partners.

Essential Tasks for SEED Design Lab Assistant 1

1. Ensure that all SEED efforts foster an inclusive, welcoming, and respectful environment throughout the library & community, celebrating the diversity of educators, youth, and their families
2. Be familiar with library resources and services to support SEED efforts
3. Phone, email, and communicate in-person with students, families, educators and others as needed
4. Support the planning, scheduling, logistics, and coordination of SEED programs, meetings, and activities including room reservations, preparation of paperwork & supplies, technology setups, and take home kits
5. Organize and maintain storage areas and inventories of supplies
6. Update, design, and develop templates & documentation including brochures, event flyers, visual representations of project impact data, and instructional materials
7. With guidance from Program Manager, schedule publicity, promotions, and marketing campaigns
8. Lead documentation of programming through photography, videography and other means
9. In collaboration with Idea Studio & Public Relations Coordinator, develop & curate engaging content for facebook and Playground including tagging program partners and cross promotion
10. Assist the Program Manager and Curriculum Specialist with data requirements, such as attendance tracking, survey completion, and updating emergency contact sheets.
11. Work with the Program Manager to update department calendars, dashboards, and websites.
12. Compile monthly newsletter to send out to families & collaborators maintain a database of subscribers
13. Contribute to monthly reports on Design Lab engagement and performance metrics
14. Attend various SEED, department and library meetings
15. Attend 18 hours of annual professional development in the areas of Culturally Engaged Pedagogy, Psycho-Social Skill Building (Socio-Emotional Learning), Trauma Informed Teaching, Design Thinking, STEAM Lesson Planning, and Embracing Diversity, Equity, Access, & Inclusion/Belonging (DEAI/B) the last of which requires taking an online survey & going over results to ensure that we provide relevant trainings
16. Serve as person in charge/on call during academic year rotations
17. Other duties as assigned

Minimum Qualifications and Requirements of the Position

- A. Knowledge and Skills
1. Open to thinking critically about DEAI/B and its relevance to delivering culturally relevant programming
 2. Two years of related experience (library, nonprofit, art, marketing, or education) preferred
 3. Strong written and oral communication skills in English required

4. Spanish (written and oral) is a plus
5. Proficiency in Google suite and video conferencing platforms
6. Must be a self-starter with an ability to manage multiple projects
7. Team player with problem solving skills; able to adapt to shifting program needs
8. Experience with school-based program coordination a plus
9. Available evenings and Saturdays as needed (required academic year weekend rotation)
10. Comfortable working remotely and in person (in office & programs)
11. Needs to be comfortable working with 3rd-5th grade students and their families
12. Must have reliable transportation
13. Strong consideration will go to candidates who are within 30 minutes of Fond du Lac
14. May require occasional travel to California and/or Maryland
15. Must be able to adhere to organization and partner health mandates

B. Education, Licenses, and Certifications

1. Bachelor's degree **or** equivalent combination of knowledge & experience preferred

C. Physical Requirements

1. Fine motor skills: keyboarding, writing, filing, sorting, stapling and cutting.

Equipment Used

1. Computers, printers, peripherals
2. Photocopier and scanner
3. Multi-line telephone
4. Paper cutter, laminator
5. AV equipment
6. Makerspace (Idea Studio) equipment as needed
7. Emerging technology

Environmental and Working Conditions:

Remote or in the library with occasional programming throughout the community in various settings. This position does not have an office space in the library.