



WRITING EDUCATION SPECIALIST

Department: **Public Services**
Revised Date: **July 2022**

Class Code: **870**
FLSA Status: **Exempt**

Position Overview: *The Writing Education Specialist will teach writing and implement literary events at all library locations. Programs and events may include teaching writing classes and facilitating workshops, planning author visits, book launches, readings, signings, interviews, participation in literary festivals, support for book clubs and writing groups, short story contests, poetry contests and poetry readings.*

Primary Responsibilities:

- Plan and implement literary events throughout the year at all library locations.
- Develop programs and educational resources with consideration for historically underrepresented groups.
- Teach writing workshops with topics like publishing, fiction, non-fiction, poetry, etc.
- Curate book lists throughout the year for heritage and awareness months.
- Coordinate events with local festivals and organizations like Get Lit! and Spokane is Reading.
- Develop and maintain relationships with literary organizations and media
- Maintain familiarity with new paradigms and trends in culture and society.
- Connect Spokane's diverse communities with education, information and programming.
- Cultivate a strong sense of community.
- Coordinate and performs community outreach activities.
- Partner with local organizations to build synergy within the community.
- Interpret and explains Library policies and procedures; resolves customer issues and complaints.
- Responsible for a branch or department in the manager's absence.
- Support the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist.
- Actively participate in SPL culture/community.
- Perform other duties as assigned or required.

Preferred Education and Experience:

MFA, MLIS or other master's degree in a relevant field required. The ideal candidate will be a published author with teaching experience and connections in the literary community.

Physical Demands / Work Environment:

- Work is performed in a public library and other public spaces and is subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 20 pounds. Work will include travel between branches.

About Spokane Public Library

The Spokane Public Library's mission and vision is to be a community of learning and to inspire a thriving city through cultural and educational opportunities. We value education, collaboration, diversity, innovation, the customer experience, and everyday accountability. Since 1894, we have been dedicated to bringing people, information, and ideas together for the continuous growth and success of our community.

We are committed to staff development, recruitment, and promotion that embraces diversity in age, race, color, ethnicity, marital status, gender identity or expression, language, national origin, mental and physical ability, religion, sexual orientation, veteran status, and other characteristics. We are committed to creating a workplace that is welcoming of intersectional identities in all its forms.