



Assistant Director of Community Engagement

Chelmsford Public Library

The Chelmsford (MA) Public Library is looking for a dynamic leader who sees the library as more than a building—it's a bridge to the community. We need someone who thinks strategically about reaching all residents, especially those who haven't yet connected with us, and who knows how to turn big ideas into real initiatives that make a difference.

Our ideal Assistant Director of Community Engagement is equally comfortable leading major initiatives and supporting staff as they launch their own projects. You'll lead our outreach and engagement strategy, oversee Mobile Library Services, build partnerships across town, and guide our marketing efforts. You'll work closely with department heads to expand services beyond our physical walls, creating a library presence where people regularly discover “I didn't know the library did that!”. You'll also ensure that everyone—regardless of who they are—feels welcomed, included, and knows they belong.

We're looking for someone who thrives on collaboration and understands that great community engagement starts with strong staff relationships. You should be energized by variety—writing grant proposals, facilitating staff training, gathering community feedback, and supporting staff wellness all matter in this role. You'll supervise our Marketing Specialist and work as a partner with department heads to align goals and execute initiatives together.

This role requires someone who can shift between big-picture strategy and practical implementation, who's comfortable with ambiguity, and ready to try new approaches as community needs evolve. Show us you're the right fit: Tell us about a time you identified an underserved community and developed a responsive program. How did you measure success?

Our Library and Community: A fun and rewarding place to work! We have highly engaged residents and Town counterparts who support the library in visible ways. Our staff, Trustees, and Friends are excited to turn new ideas into reality, and we're not afraid to try things out. We support professional growth and cultivate an environment of mentorship. This is a leadership role where you'll have real influence on how the library shows up for the community—and how we support our staff in doing meaningful work.

How to Apply

Please submit cover letter and resume to Lesley Kimball, Library Director no later than 5 pm on November 19, 2025 (lkimball@chelmsfordlibrary.org). Candidates chosen for an interview will also need to complete the Town of Chelmsford's employment application.

Position Details:

Full-time (37.5 hrs/weekly), non-union position, competitive benefits package
Salary Range in 10 steps per Town salary tables: \$94,438 - \$117,940