



Name:	Department: Kentucky Historical Society
Job Title: Genealogy Engagement Specialist	Class Title: Librarian I
Reports to: Research Library Manager	Division: Research & Publications
Organizational Level: Research & Publications/Library	Position Number: 31150084
PD Prepared by: Victoria Arledge	Position Type: Full-time; Non-exempt
	Hire Date:

Job Summary:

The Genealogy Engagement Specialist will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. This position is an integral part of the Library and Publications team and is primarily responsible for sharing our family history collection and insights with visitors across multiple locations and platforms. This position works Tuesday-Saturday, most holidays, and occasional Mondays and evenings.

The Genealogy Engagement Specialist is responsible for expanding public engagement with the library's genealogy and local history collections through outreach, programming, partnerships, and digital initiatives. This position cultivates relationships with genealogical and historical organizations, develops educational content and presentations, and promotes the library's resources through conferences, social media, and community events to increase awareness, accessibility, and use of its collections and services.

Essential Duties and Responsibilities:

- Public Engagement, Programming, and Partnerships
 - Create and coordinate public programming that promotes the library's genealogy and local history collections and services.
 - Research, develop, and deliver educational presentations and tours related to genealogy, family history, and local history topics.
 - Develop and maintain relationships with genealogical, historical, and heritage organizations throughout the state.
 - Manage and expand the KY Ancestors Facebook Group presence by creating content, responding to inquiries and comments, encouraging audience engagement, and promoting library resources and initiatives.
 - Assist with the *KY Ancestors Online* publication to solicit authors, coordinate, edit, review submissions, and develop content.
 - Travel throughout Kentucky as needed to support outreach activities, conferences, programs, and partnership initiatives as a library representative.
- Collection Research and Engagement
 - Research the contextual background of KHS collections and understand their place in Kentucky history, family history, and material culture.

- Monitor trends and developments in genealogy, local history, and public engagement to identify opportunities for new programs, partnerships, and services.
- Library Services and Operational Support
 - Staff the KHS library reference desk to assist patrons with research and provide access to KHS collections while providing excellent customer service.
 - Assist as needed with patron research requests, photocopy requests, and library projects.
- Other duties as assigned.

Qualifications:

Education/Experience – A bachelor’s degree in history or a related field and a minimum of two years’ experience in an archive/library or equivalent research setting is required. Master’s degree in library and information science or related field is preferred. Additional education will substitute for required experience on a year-for-year basis.

Communication: Must demonstrate excellent people and presentation skills and be able to speak professionally with diverse groups of people in both formal and informal settings. Must be able to work collaboratively with other departments within the KHS organization.

Computer Skills: Must be proficient in Microsoft Office and online research databases. Familiarity with genealogy sites such as Ancestry.com and FamilySearch is preferred.

Working Conditions:

- *Work Environment:* Must have strong organizational skills and the ability to work collegially with staff, volunteers, and the public. Must be willing to work Saturdays and some holidays and evenings.
- *Physical Demands* – Must be able to lift materials of up to 25 lbs. Must be able to remain stationary for long periods. Must be able to use various office systems and machines.

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service Focus:*** We value our role in serving the public and work to ensure those services are exemplary.
- ***Discovery:*** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.

- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.

Direct Reports:

None.