**Position Title:**

Government Information Community Outreach Student Assistant

**Position Description:**

As the Regional Federal Depository Library for the state of Montana, the Mansfield Library provides free and unlimited access to an enormous swathe of government documents, data sets, and other federal information resources. This position will connect community needs with government informational resources, surfacing awareness of the Library’s government documents collection and establishing mutually-beneficial relationships between the Mansfield Library and community members.

The Government Information Community Outreach Student Assistant is responsible for coordinating government information-based outreach and engagement efforts to Missoula and Montana-based nonprofits and community action groups, specifically focusing on those groups representing and supporting historically underrepresented populations. The Student Assistant will work closely with the Government Information Librarian to develop a community outreach strategy informed by post-custodial archival outreach and appraisal methodology, with a focus on inclusivity, mutuality, and relationship-building. Specifically, they will assess the organizational use of, and/or need for, government information and resources for policy-making decisions and advocacy work through focus groups and the creation of instructional resources. This project is anticipated to take the entirety of Spring Semester, culminating in the co-creation of a professional poster or presentation with the Government Information Librarian.

**Responsibilities**:

* Coordinate with Government Information Librarian to develop an inclusive, social justice-oriented outreach and engagement methodology
* Conduct outreach to Missoula and Montana-based nonprofits, community action groups, and advocacy organizations
* Co-facilitate focus group(s) with community members to assess the current use of & needs for government information
* Create educational resource(s) for future distribution to community groups

**Qualifications**:

* Experience and/or interest in community engagement and outreach; nonprofits; public policy and administration
* Commitment to diversity, equity, and inclusion; ability to articulate that commitment verbally and in writing
* Experience working with diverse people and communities
* Commitment to developing effective strategies which support the success of underrepresented groups
* Experience working with government informational resources
* Excellent communication and organizational skills

**Requirements**:

UM student enrolled in at least 6 credits during the semester