



JOB POSTING **Marketing and Communications Coordinator**

The New Castle-Henry County Public Library is seeking a creative, motivated individual to promote the Library's mission, services, spaces, programs and events through both traditional and digital communications. This individual will also provide administrative and clerical support.

Some responsibilities include:

- Promotes library programs and services through various platforms including email marketing, social media, electronic signage and traditional print media.
- Collaborates with various staff in the design of marketing materials such as signage, posters, flyers and bookmarks.
- Ensures that the library's public events calendar is accurate and up to date with programs and closings.
- Assists with library board meetings by preparing and distributing board packets, maintaining board records, attending meetings and recording minutes and handling correspondence and communications.
- Conducts research, compiles data and prepares reports for consideration and presentation by the Director.
- Coordinates and oversees decorating the library during the holiday season and other special events.

Knowledge and skills required:

- Ability to maintain confidentiality with unquestionable integrity.
- Ability to maintain good relations with library staff members and patrons and communicate in a courteous, professional and discreet manner.
- Excellent interpersonal, verbal and written communication skills.
- Must be strongly computer literate and have considerable knowledge of the Microsoft Office Suite – especially Word and Excel as well as Google Workspace apps.
- Strong working knowledge of social media platforms and trends.
- Ability to prioritize multiple tasks, work effectively under stress, meet short deadlines and take direction.
- Knowledge of office procedures, clerical and recordkeeping operations, and the use of various office machines.
- Ability to learn and use new software programs as systems are upgraded.
- Basic knowledge of library procedures and functions.
- Ability to identify problems and implement or recommend solutions; interpret and apply policies and procedures; take responsibility and use good judgment within scope of authority.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in marketing, communications, public relations, or a related field is required.
- Previous relevant experience is required.
- Customer service experience is preferred.
- Must be able to sit at a desk and perform basic office tasks, to speak clearly and intelligently to people on the phone and in person, to be able to organize work flow exceptionally well, and to be able to prioritize tasks.

Salary range: \$34,000 – 37,000, DOE

Hours: Full-time, primarily weekdays

Mission:

To provide information, education and technology to help the community live, learn and grow

Core Values:

· Service · Professionalism · Freedom to Read
· Open & Equitable Access · Lifelong Experiential Opportunities

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