

POSITION: Part-Time Marketing & Communications Library Assistant

The Caldwell Public Library is in an exciting time of transition and seeking a personable, highly organized, collaborative, detail-oriented, energetic, and creative individual to join its friendly staff as we continue to re-open and expand services. The ideal candidate will have a passion and understanding of public libraries, excellent interpersonal skills and customer service, a thorough knowledge of social media and an eye for effective design, excellent communication skills, the ability to work independently, be tech savvy, have a flexible mindset and adapt well to changes. This position involves time on the circulation desk helping patrons directly.

PRIMARY DUTIES:

- Maintain and update library website
- Working with staff to maintain / grow social media presences on various platforms
- Create eNewsletters
- Create engaging content, marketing materials, and press releases for library programs, services, surveys, etc.
- Advise the Library Director on technology and digital marketing related matters
- Circulation duties which include, but not limited to: checking out and discharging materials, processing holds, answer patron questions and providing Reader's Advisory and basic technology help.

**QUALIFICATIONS
& SKILLS REQUIRED:**

- Bachelor's degree preferred.
- Excellent oral and written communication skills.
- Strong organizational ability
- Thorough knowledge of computers, including internet tools and programs
- Thorough knowledge of best practices when it comes to social media, web and print design, and outreach
- Public Library experience preferred

SCHEDULE:

This is a part time position of approximately 16 -22 hours per week:

Mondays: 1- 5 pm

Tuesdays, Wednesdays, and Fridays: 10 am - 2 pm

Two Saturdays a month: 10 am - 4 pm

The ideal candidate will have flexibility to cover other shifts as requested.

SALARY:

\$17.00 per hour

Submit cover letter, resume, and 3 references to Robin Rockman, Library Director at rockman@caldwellpl.org