

# **JOB DESCRIPTION COMMUNICATIONS**

## **NATURE OF WORK**

In cooperation and collaboration with the Library Director, this position assists in guiding all communications, website and public relations messages to consistently articulate the mission and services of the Library

## **DISTINGUISHING FEATURES**

The work involves putting communications vehicles in place to create awareness in the community, inviting a response to special services, programming, events, resources and volunteer opportunities.

### **Primary Duties:**

1. Assists in the development, distribution and maintenance of all print and electronic materials including, but not limited to, newsletters, brochures, and the website. This can include posters, program ads, Facebook, twitter, possibly creating a blog
2. Keeps up with current networking trends to effectively reach and serve local residents
3. Communicates with staff who also assist with programming through all media avenues
4. Assists with in-house bulletin boards and general decorating and postings

### **Secondary Duties:**

1. Performs the routine clerical duties of the Library Assistant I/II, as necessary
2. Other reasonable duties as necessary

## **ABILITIES, SKILLS AND KNOWLEDGE**

- The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels
- The ability to work effectively and pleasantly others. The list would include fellow staff members, board members, volunteers, donors, program partners and other library supporters
- Creative with good language and writing skills, a working knowledge of graphic design, computer and software packages such as Microsoft Publisher, Excel, Adobe PhotoShop, etc. and a working knowledge of what the Library has to offer

## **EXPERIENCE AND TRAINING**

Level 4 Certification (a high school diploma or its equivalent, completion of the beginning workshop offered by the Library of Michigan, two years library experience or other public service experience requiring similar skills).

*This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

**HOURS**

Minimum 8 hours, Maximum 20 hours weekly

**PAY RANGE**

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**BENEFITS**

As listed in the Employee Handbook

**TO APPLY**

Please include with your resume and answer to the following question:

*Why would you be a wonderful addition to the Cedar Springs Public Library team?*

Send to: Director  
Cedar Springs Public Library  
43 W. Cherry St., PO Box 280  
Cedar Springs, MI 49319

**Cedar Springs Public Library is  
an EQUAL OPPORTUNITY EMPLOYER**