



Communications & Community Engagement Coordinator

The primary role of the Communications and Community Engagement Coordinator is to serve as the lead person for the creation and execution of social media strategy, digital and print publications and website administration. Secondly, this position assists in library advocacy and community engagement through partnership development and program promotion, working closely with library administration. Qualities such as commitment to public service, creativity and enthusiasm for collaboration required. Post-secondary education preferred, but not required.

To apply, send a letter of application and resume to sadams@vaughnlibrary.org. Please include your last name in the subject field and the position title. Deadline to submit December 10th.

Skills

- Strong organization skills including experience managing multiple projects and adhering to deadlines
- Self-motivated and able to work independently
- Experience with creative and graphic design
- Experience with partnerships and collaboration
- Understanding of library mission and service programs
- Experience with web communication tools such as web sites, e-mail lists, blogs and other forms of social media
- Excellent oral, visual and written communication skills
- Willingness to maintain a flexible schedule that may include some evening/weekend work

This is a part time position beginning on January 2nd with flexible hours and an average of 32 hours per two week period with a starting wage of \$15.50.