Learn – Discover – Connect as Web Site/Program Assistant, a NEW Opportunity!

A beautiful new addition has been completed, under budget, and we finally have spaces for our staff to continue to create new and innovate traditional library services and collections. As the Cultural Center of Hartland, Hartland’s Cromaine is expected by its community to offer music and art, as well as all of the science, engineering and technology engagement possible for all ages. We have a part-time Web Site/Program Assistant position available to join an all-new department called for in our new strategic plan. Your responsibilities include updating the web site, event coordination—all the background agreement management—for the extensive even calendar, and hosting some of the events. You’ll work with a highly collaborative team to participate in the production of creative, innovative, and exciting experiences and marketing materials that meet our community’s desires and exceed their expectations.

Cromaine District Library is located near the intersection of M-59 and US-23—easy to get to from Detroit, Lansing, Ann Arbor, and Flint. Hartland’s Cromaine (built in 1927, expanded in 1980, and again in 2017). We have a serious commitment to outreach, participating in many events and exhibits beyond our walls as well as finding new ways to be active outside this building in a busy community. Our web site is our virtual branch with posters and flyers and calendar notes for all of the community.

Cromaine wins grants, including several National Endowment for the Arts’ The Big Read. Grants for technology in Youth, local business sponsorships for the summer concert series, exhibits from the Smithsonian and to be a pilot for a national grant program—we are a place to connect to culture, music, technology, makers, as well as reading in every format. Many of the grants support a very full event calendar (check it out at WWW.CROMAINE.ORG) with which you will assist. We are an OverDrive (TLN’s Download Destination) plus Advantage, hoopla, and RB Digital (Zinio) library. We also offer Kanopy and Universal Class services supporting our lifelong learners. We welcome new technologies and ways to improve collections and services, taking seriously every patron request for both popular materials and those more esoteric. This position is paid from $12.08 to $13.00 per hour to start; 20 hours per week; includes some evenings and weekends with Sundays at time and one-half. Part-time positions receive Paid Time Off—24 hours per year for this position, prorated from when you begin and usable after successful completion of the 90-day introductory period—plus prorated holiday pay, paid birthday, and paid bereavement leave. No health insurance plans are available but you may purchase several AFLAC plans at the library’s rate with a pre-tax deduction.

Make a vital contribution to a team tasked with keeping Cromaine’s event calendar and communications on track to increase community awareness and participation. Join a staff that is committed to public service with a community that loves its library and its library staff even more. Send your application (available at WWW.CROMAINE.ORG), resume and a cover letter to “Web site/Program Asst” at PO Box 308. Or send by email (preferred to be “green”) to brentola@cromaine.org as soon as possible—position applications received prior to February 15, 2019 preferred; applications accepted until filled.
REPORTS TO: Community Relations Manager

JOB SUMMARY: Updates the Library’s web site to provide the most up-to-date and accurate information presented attractively. Assists with the coordination of event planning and implementation for all departments, including management of speaker-presenter agreements, check requests, and similar foundational material and activities. Assists in the preparation of the Library’s communications, including the newsletter, social media, and other tools.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

Web Site
Updates the web site in a consistent and timely manner, using the most accurate information and attractive images and graphics available.
Suggests changes in web site structure to the Community Relations Manager and management team to assure the consistent appeal of the web site for the community.
Regularly reviews all links on the web site for consistent delivery of timely and useful information.
Provides photography and film recordings for use in social media and on the web site.

Event Coordination
Organize and maintain files and records of speaker-presenter agreements, check requests, and similar foundational materials generated by the Community Relations Manager and Program Planning team as the event calendar is developed.
Consistently contacts upcoming speakers and registered audiences for events, particularly those with high costs and/or waiting lists.
Assures the accuracy of the online calendar and assists in proofing the newsletter and other communications content.
Assist in the planning and implementation of grant- and gift-based events and exhibits, as requested.
Hosts events, including offering safety and other announcements, taking photos and video, and assuring the comfort of attendees.
Distribute flyers and similar promotional materials throughout the community for events.
Assures event planning includes set-up instructions and evaluation forms for each event or series.

Supplemental Job Functions
Assist in the development and grant-writing activities of the Community Relations department as needed, including research, data collection, and similar preparatory work.
Other duties as assigned.
MINIMUM QUALIFICATIONS
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education, certification and training
High School diploma or equivalent; some college preferred.
Experience with publications and social media.
Experience with web site maintenance.

Skills and abilities
Genuine interest in providing superior public service.
Ability to organize work and set priorities.
Ability to establish and maintain effective working relationships with associates, supervisors, vendors and the public.
Ability to use current technologies, including Windows, Word, Excel, the integrated library system, technology tools, and various social media in use and coming.
Ability to give, understand and follow oral and written instructions accurately.
Excellent oral and written communication skills in English.

Physical abilities
Physically able to operate a variety of machinery and equipment, including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players.
Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal.
Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books of reasonable weight (25 pounds or less)
Must be able to pay close attention to details and concentrate on work
Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data or things
Time management ability to set priorities in order to meet assignment deadlines
Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication
Sufficient vision or other powers of observation to permit employee to read books and patron requests
Sufficient manual dexterity which permits the employee to type and record library files
Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks

Other
Flexibility in scheduling, to meet the needs of the community and the Library in its service to the community. Some evenings and weekends may be required to meet event hosting needs.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The
qualifications should not be viewed as an expression of absolute employment or promotional standards but as general guidelines and should be considered along with other job related selection or promotional criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, crouch or crawl. The employee regularly must lift and/or move moderate to heavy objects. Specific vision requirement of the job include near vision, distance vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described above are representative of those an employee encounters while performing the essential function of the job.

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