Full-Time Community Relations/Volunteer Coordinator

The Clarkston Independence District Library seeks a creative, enthusiastic individual to join a positive, team-oriented work environment to help us connect with the community and attract volunteers.

Salary: $38,000-55,000 depending on qualifications and experience
Hours: 40 per week, including some evenings and weekends
Benefits: Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan

Primary job duties:
- Ensure that library is always visible in the community
- Coordinate with staff to promote programs and events
- Collaborate with the Business and Marketing Librarian to develop and implement the library’s marketing plan
- Create and foster collaborations with library partners
- Ensure consistency with library brand and graphic standards
- Create and distribute promotional materials about library programs and events
- Work with vendors to establish quotes and production of print materials
- Monitor project expenses and process invoices with accounts payable
- Represent the library at community meetings and events
- Collaborate with the Friends of the Library to streamline the recruitment and placement of volunteers
- Utilize the Library’s collaborative relationships and partnerships to assist in recruiting and placing volunteers
- Assist with implementing the library’s strategic plan

Qualifications:
- Bachelor’s degree, an emphasis in marketing and public relations preferred
- Experience working in public relations and/or marketing
- Strong positive interpersonal, organizational and time management skills
- Ability to communicate verbally and in writing
- Attention to details
- Familiarity with a variety of design technologies and software
- Familiarity with web page design and maintenance
- Ability to work with social media
- Comfortable working independently and as part of a team
- Knowledge of library practices and operations

Reports to: Library Director

Please email cover letter, resume, and three professional references to:
Julie Meredith, Library Director
juliem@cidlibrary.org
Deadline: Friday, February 15, 2019 at 6:00pm