The Ypsilanti District Library (YDL) is seeking a talented Community Relations Coordinator to join its Administrative team. Under the broad direction of the Library Director, the Community Relations Coordinator is responsible for all YDL communications efforts and oversees implementation of library fundraising activities. This position develops relationships with community partners and works to promote library use and visibility in the Ypsilanti area.

POSITION: Community Relations Coordinator, Full-Time (40 hours/week)
REPORTS TO: Library Director
SUPERVISES: Communications Intern

RESPONSIBILITIES INCLUDE:
- Plans, writes, edits, reviews design, and coordinates mailing of the 12-page YDL newsletter The Loop 3 times per year
- Updates, writes, and coordinates content for ypsilibrary.org
- Designs brochures, flyers, posters and banners to promote library events and services
- Leads the library’s social media activities
- Prepares and designs the YDL annual report
- Monitors YDL brand consistency
- Writes the library’s annual appeal and coordinates fundraisers with local eateries
- Participates in writing grant applications and tracks YDL grant activities
- Cultivates partnerships for joint community projects
- Updates online calendar of events and digital displays in library facilities
- Communicates with local media to promote YDL and its activities
- Serves on Internal Communications committee and coordinates Intranet content
- Other duties as assigned

QUALIFICATIONS:
- Bachelor’s Degree in communications, public relations, graphic arts, journalism, or related field or equivalent experience
- Excellent graphic design and computing skills
- Knowledge of Adobe Suite (Indesign, Illustrator, Photoshop) and MS Publisher, Wordpress, and strong skills using the MS Office Suite including MS Excel mail merge
- Outstanding written and oral communication skills, including presentation skills
- Successful grant writing experience desired
- Team player who can meet deadlines while delivering high-quality output
- Familiarity with the Ypsilanti community a plus
- Excellent public service attitude and work ethic

HOURS: Full-time, 40 hours per week; schedule may include evening and weekend hours, including Sundays.

Ypsilanti District Library is an equal opportunity employer.
JOB POSTING
YPSILANTI DISTRICT LIBRARY
Community Relations Coordinator

SALARY/BENEFITS: $42,000-$46,000 dependent on qualifications

Comprehensive benefits package including generous paid time off, 12 paid holidays, family coverage for health, vision, and dental insurance, employer contribution to retirement and voluntary 457 plan.

TO APPLY: Send resume, cover letter, & completed application form (available at www.ypsilibrary.org) by Monday, October 21, 2019 to:

Human Resources or lisa@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan  48197

PLEASE PROVIDE THE FOLLOWING WITH APPLICATION MATERIALS:

1. Three writing samples illustrating ability in a variety of contexts (blog post, newsletter article, press release, grant application, thank you letter, etc.).
2. Up to five examples of graphic design work (may include up to 2 examples of photography work).

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