



Job Posting: Full-Time Coordinator, Community Engagement (Community Relations) (1 opening)

Seeking a creative and innovative individual who can continue to grow our vibrant and engaging marketing and community relations.

Successful applicant must be enthusiastic, visionary, public-service oriented with excellent communication and multitasking skills.

Schedule/Salary: 40 hours per week, starting wage compensatory with experience, and a benefits package. Schedule requires primarily day, some evening(s) and weekend hours. Must be able to work a flexible and changing schedule.

Summary of Duties:

- Provide excellent customer service; represent the library in a courteous, friendly and effective manner - whether in person, on the phone, via email, or presentations.
- Communication is an essential function.
- Establish relationships with local organizations and businesses to assess community needs and interests as well as for promotional activities.
- Develops, plans, coordinates, facilitates and promotes library programs and services.
- Key accountabilities: Performs tactical planning, Promotes the library, Provides innovation, and Maintain Associate level standards.
- Create, schedule, prepare and implement library-oriented programs (across all age ranges), go on school visits, and lead group tours. Other duties may include scheduling use of library meeting rooms, and other clerical/related duties as assigned.

Qualifications:

- College degree (Marketing) preferred.
- Prior customer service and marketing experience preferred.
- Excellent customer service, computer, communication and interpersonal skills. Must be able to hear, read, write, speak, and understand English effectively.
- General knowledge of library and library materials.
- Must be able to operate library vehicles and equipment such as copiers, computers, printers, fax machines, cash register, and scanners. Ability to use a computer for extended periods.
- Must have sufficient dexterity and visual acuity to meet job requirement. Ability to stand for extended periods of time. Ability to retrieve library materials which may include stretching, crouching, stooping, using a short stool and lifting up to 50 pounds.
- Ability to work a flexible and changing schedule. Valid Ohio drivers' license, proof of insurance and reliable transportation.

To Apply:

- Email resumes to hmill@ashland.lib.oh.us with the subject line "F/T Coordinator, Community Engagement".
- Applications are accepted until May 10th, 2019.