



NORWALK PUBLIC LIBRARY

46 WEST MAIN ST., NORWALK, OH 44857

419-668-6063

The Norwalk Public Library is looking for its newest management team member!

Position Summary: (Community Engagement Supervisor and PR/Admin Asst) Performs a wide variety of professional-level, clerical and business support related to tasks in support of the admin team, customer service and programming operations of the library, and outreach and PR services.

Education and Experience:

A combination of education and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum 3 years public library experience. An Associate degree or equivalent course work is required. MLIS or College degree in Library Science, Public Relations or related area highly preferred.

Characteristics of the Desired Applicant: Must be 21 or older, have a passion for libraries, must be an outgoing, friendly person with a great sense of humor, should be able to tolerate working in complete silence and mass chaos, comfortable with corny jokes and laughter. Should enjoy the desire to be organized and organize for others. Ideal candidates would be enjoying solving library mysteries and being creative. The ability to work alone and with a team is detrimental to this position.

The Good Stuff: \$14.42-\$17.30 per hour depending on education and experience; vacation, sick leave, personal and flex time, paid holidays, OPERS, and medical insurance.

40 hours per week- Flexible schedule must be able to work days, evenings, and Saturdays (subject to change based on needs of the library)

Email Resume and Cover Letter to the Director, Stacey Church

stacey.church@norwalk.lib.oh.us

or if you prefer to apply online, posting is available on indeed

NPL is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.