

**Position Title:** Marketing Associate  
**Department:** Communications  
**Immediate Supervisor:** Communications Manager  
**Hours:** Full Time  
**Pay Grade:** 17 (\$20.17 – \$26.37)



**Minimum Qualifications:** Bachelor's degree  
Previous customer service experience  
Evenings and weekends regularly scheduled  
Valid Driver's License and personal vehicle

**Position Description:** Assisting patrons of all ages with an emphasis on adults and outreach. This position is full time and will be scheduled at all public service desks including the Kid's area, main desk, and information desk as needed.

### **Essential Duties and Responsibilities:**

1. Work closely with communications manager to manage social media presence to assure it aligns with the defined mission
2. Create audience-centered, meaningful and engaging social media content across all platforms for all entities assigned and monitor responses
3. Strong copywriting skills related to social media and print media
4. Have design and photography skills
5. Understanding of Microsoft Publisher is a must, working knowledge of InDesign and Photoshop helpful
6. Have basic knowledge of word-press or web design elements
7. Ability to positively represent library services at outreach events including school literacy nights, class visits, or events such as the county fair
8. Other duties as assigned.

### **Required Abilities:**

1. Must have excellent people skills and be able to assist patrons, and collaborate with staff in a patient friendly manner.
2. Must be proficient with basic computer use, email communication, and enthusiastically learn systems and equipment used in daily library function.
3. Manipulates library materials up to 50 pounds.
4. Be organized
5. Follows oral and written instructions
6. The ideal candidate is upbeat and enthusiastic with a passion for connecting with people of all ages.

*NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**Employee Acknowledgement:**

I have read and understand this position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date