**Public Relations Specialist**

Full-time: 35 hours/week including some evenings and weekends

**Salary**

Compensation is contingent upon experience and education. Benefits include vacation, holiday, and sick leave; OPERS retirement; life insurance; eligible for insurance

**Qualifications**

* Undergraduate degree
* Professional library experience preferred, or equivalent experiences indicating an ability to assume the responsibilities involved
* Excellent customer services and communication skills
* Provide own transportation in fulfillment of job duties

**Job Responsibilities**

Under the supervision of the Director, the Public Relations Specialist is responsible for the development and coordination of community relations activities, preparing printed materials, and maintaining a valid digital presence for the library.

Duties include but are not limited to:

* Engage the community through multiple delivery methods, programming opportunities, promotional materials, special exhibits, and adult programs
* Coordinate and represent library participation in community events
* Create all press releases and send to appropriate news outlets
* Design and print informational materials, staff communications, newsletters, and signs
* Generate, print, distribute, and post monthly calendars
* Maintain and change the outdoor marquee and indoor marquee
* Maintain and update the Milton-Union Public Library website and Facebook page
* Take pictures, secure permissions, and post online
* Participate in continuing education activities to foster professional and personal growth
* Participate in regular staff duties which include but are not limited to: pack and unpack materials for daily shipment, circulation desk duties: helping patrons, checking in and out materials, shelving materials and neatening library spaces

**Job Requirements**

* Ability to deal tactfully and courteously with the public, and to establish and maintain effective working relationships with coworkers
* Ability to interpret community interests and needs, and to aid in planning appropriate library services and programs
* Ability to handle multiple, simultaneous tasks and meet deadlines
* Excellent oral and written communication skills, interpersonal skills, and organizational skills
* Excellent social media, computer, and information technology skills
* Knowledge of Library policies, services, and programs
* Physical agility and strength to bend, reach, lift, and carry up to 25 lbs.

Interested persons should submit a cover letter and resume to:

**Tiana McKay, Interim Director**

**Milton-Union Public Library**

560 S. Main St.

West Milton, OH 45383

937-698-5515

mupldirector@seolibraries.org

[www.mupubliclibrary.org](http://www.mupubliclibrary.org)