



# Antioch Public Library District

## JOB DESCRIPTION MARKETING & COMMUNICATIONS ASSOCIATE Part-Time Position

Supervisor's Title: Head of Marketing and Communications

Work schedule: Hours will vary and include nights and weekends.  
20 hours per week

Compensation: \$16.01 per hour

Education: Associates Degree in Graphic Arts or related field

Summary: Seeking a highly creative person that is comfortable with the use of graphics software and knows their way around multiple social media platforms. Responsibilities will include assisting with outreach efforts in the wider community, creating eye catching and stimulating graphics to enhance library print and web presence, as well as to assist with library wide event programming and more.

Qualifications:

1. Working knowledge of Adobe Publishing and Office Desktop software.
2. Strong working knowledge of social media channels
3. Demonstrated ability of strong communication and interpersonal skills
4. Excellent writing and spelling ability
5. Knowledge of current public relations and marketing relations principles
6. Public speaking skills

Duties:

1. Helps manage library social media channels and new channels, as appropriate
2. Enters program data into local online news media sites
3. Develops graphics for a variety of medias for print and electronic format
4. Assists in the delivery of program and other library materials to local businesses and organizations
5. Attends meetings as assigned and continuing education programs to keep informed and current about trends, issues and methods of implementing public relations in the library
6. Assists in the development, coordination and execution of facility wide and outreach programming
7. Assists in the development and set up of library displays for facility wide events
8. Serves when needed as library liaison in the community
9. Other duties as assigned.

Please submit a completed job application to Becky Jacobson, Head of Marketing & Communications.