

POSITION ANNOUNCEMENT

COMMUNITY ENGAGEMENT ASSOCIATE – PART TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Help maintain the strong voice of the library in the community! Publicize library events and services by producing and distributing public relations materials, participating in library activities and promoting the library to the community. Position reports to the Community Engagement Manager.

QUALIFICATIONS:

Candidate must possess a Bachelor degree in Graphic Design, Journalism, Public Relations or related field or an equivalent combination of education, training and experience in public relations with demonstrated writing ability and experience in desktop publishing, graphic design, and layout. Experience in merchandising, graphic design, or public relations with an ability in layout and desktop publishing is required; word processing software and Adobe Creative Suite software; ability to communicate effectively, interact and respond appropriately to members, staff, community and vendors; and be a team member. Must possess and maintain a valid Ohio driver's license with acceptable driving record. Must be able to demonstrate aptitude for detailed and creative work and ability in design and layout.

WAGE:	\$14.81 per hour Grade 4
BENEFITS:	Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System
HOURS:	Part-time; 29 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
OTHER:	Union position
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcld.info/employment Email to: human.resources@mcld.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Friday, September 14, 2018

MEDINA COUNTY DISTRICT LIBRARY 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.

8/31/2018