

Position: Marketing and Communications Librarian (Full-Time)

Duties:

1. Develop and implement a comprehensive promotion and communication strategy for the library.
2. Coordinate communication and promotion of library programs and services inside and outside the building.
3. Plan and coordinate larger, periodic library events.
4. Oversee the development of the in-house experience.
5. Assist patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
6. Perform a variety of other duties to be assigned based on education and strengths.

Required and Desired Skills and Background:

1. Bachelor's degree required. Masters of Library Science preferred but combination of education and experience will be considered.
2. Background or experience in marketing and promotion highly desired.
3. Experience working in a public library preferred but not required.
4. Positive public service attitude, outgoing personality, attention to detail, ability to work in a team environment, willingness to learn, creativity.
5. Strong computer skills, including comfort with Microsoft products, Wordpress, social media platforms and other content creation software. Able to troubleshoot and teach about personal devices and social media.

Terms:

1. Full-time position (37.5 hours per week) including evening and Saturday assignments.
2. Starting pay - \$20.52 per hour; \$40,000 annualized salary.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

Position Availability: Immediate

Application Procedures:

1. Application may be found on the library's website - www.jaycpl.lib.in.us - or picked up in person at the library.
2. Email application, letter of interest, resume, and references to ehinderliter@jaycpl.lib.in.us or mail to JCPL Attn: Eric Hinderliter 315 N Ship St Portland, IN 47371.
3. Applications accepted until position is filled.

Jay County Public Library
Application for Employment

Position:
Marketing and Communication Librarian

Application Date: _____

Name: _____

Telephone: _____

Address: _____

Email: _____

Referred By: _____

If you are currently employed, may we contact that employer? _____

Supervisor's Name and Telephone: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? _____

Do you have a valid driver's license without restrictions, other than needing visual correction? _____

This job may include a mix of day, evening, and Saturday hours. If you would have conflicts with such hours, give a brief explanation.

The job will entail climbing stairs, stepping up and down on step stools, driving the bookmobile, carrying boxes of books, and using a computer keyboard for example. Do you have any physical conditions which may limit your ability to perform the job applied for? If yes, please explain. _____

I authorize investigation of all statements contained in this application and submitted materials and release from liability any person or employer supplying such information. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge and understand that any falsification, misrepresentation or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I understand and agree that any employment which may be offered is "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice. I understand that this application and submitted materials do not constitute an offer of employment.

Date: _____ Signature: _____

Please return application, resume, and references to Eric Hinderliter by: email to ehinderliter@jaycpl.lib.in.us or mail to JCPL 315 N Ship St Portland, IN 47371