



Harvard Diggins Library Marketing & Communications Assistant

The Harvard Diggins Library is seeking an experienced marketing and communications professional to help communicate library events and programs. Responsibilities include creating and publishing the quarterly program and event guide, promoting library events on social media and other platforms, and participating in outreach at community events. Applications are now being accepted and are available at the Circulation Desk or on the Library website at www.harvard-diggins.org under 'About Us' and 'Employment'. Position responsibilities are outlined below. Interested candidates should send resume and completed application to posnhdpl@harvard-diggins.org.

Hours and Rate of Pay

Part-time, eighteen (18) hours per week, including days, evenings and Saturdays. Additional hours may be available as needed. Salary is \$18 per hour. Benefits include paid time off and IMRF participation.

Reporting Relationships

Reports to the Library Director

Marketing & Communications Assistant Duties

Duties include the following:

- Design and create the quarterly program and event guide in cooperation with library staff.
- Create posters and flyers to promote programs and materials.
- Promote events on social media and other digital outlets.
- Participate in community outreach opportunities.
- Provide friendly, courteous service to all patrons regarding use of library materials, services, and equipment.
- Staff the circulation desk in a rotation with other library staff.
- Perform other library tasks as assigned.

Desired Knowledge, Skills and Abilities

College degree is preferred. Demonstrated experience preparing print and digital newsletters posters, displays and social media postings is required. Bilingual in English and Spanish is welcome. Technology skills desired include familiarity with Microsoft Office, Canva, and social media. Ability to communicate effectively and courteously; work as a team member, and have a desire to provide high-quality customer service to all library visitors are needed.