Communications & Digital Marketing Assistant

The St. Charles Public Library District is seeking to fill the role of our Communications & Digital Marketing Assistant with someone who has a strong writing background, savvy video and social media experience, and who enjoys being an innovative, team player.

This is a Part-Time, Non-Exempt Position - Schedule: 30 hours a week, in person, with occasional evening and weekend availability.

Responsible for content creation of the Library’s print publications and digital content; manages social media programs and efforts; assists with identifying, developing and implementing marketing and promotional initiatives.

**ESSENTIAL FUNCTIONS:**

- Composes a variety of content for library print publications such as newsletters, brochures, special communications and reports
- Creates digital content and videos for the Library’s website, email marketing and social media platforms; monitors activity, analyzes and reports performance and trends
- Assists with planning, development and implementation of library marketing initiatives, strategies and branding; leads assigned projects
- Proofreads and edits print and electronic materials
- Represents the organization with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Efficient with MS Office Suite and web based social media

**PHYSICAL REQUIREMENTS:**

- Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds, vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

**EDUCATION AND EXPERIENCE:**

- Candidate must have a Bachelor's degree in marketing, communications, or a related field; and two (2) years of professional communications and public relations experience; OR an equivalent combination of education, training and experience. Experience with graphic design software preferred.

**SALARY:** $18.73/hour minimum to $24.97/hour midpoint, depending on education or/and experience.

**TO APPLY:** Submit a cover letter and resume to: hr-applicants@scpld.org, Attention: Pam Salomone, Communications and Marketing Manager
Applications are available on our website: [https://www.scpld.org/](https://www.scpld.org/)

*The St. Charles Public Library is an Equal Opportunity Employer*