

Public Relations Specialist

Who We Are:

The Elyria Public Library System will always offer free resources with unlimited possibilities for every person in the community which it serves. We pursue diversity in the recruitment and development of our staff to respond positively to the differing needs of our communities and our individual customers.

Who You Are:

Do you enjoy being challenged? Are you creative and have artistic ability? Are you comfortable using technology to create art pieces to inspire a community? Are you good at meeting deadlines? Do you have Excellent communication skills? If this sounds like you, then we have an Awesome opportunity for you!

What We Are Looking For:

Public Relations Specialist – 37.5 hours per week

Immediate Supervisor: Community Engagement Director

Positions Supervised: None

Position effective: Immediately

Job Responsibilities:

Create an inclusive atmosphere and positive experience for all patrons while performing various tasks that are for the good of the library. Must exhibit the Elyria Public Library's Mission, Vision, and Values in everyday activity. Endurance and patience are also a must, as you'll often handle multiple duties at the same time in order to keep the library running smoothly.

Under supervision, this position is responsible for a variety of creative functions including the design, formatting and production of promotional pieces as well as assisting with the maintenance of the library's website.

- Assist in writing and content for PR materials.
- Coordinate with appropriate staff to develop major presentational materials.
- Design and implement displays, decorations, and exhibits, as needed.
- Perform assigned clerical duties.
- Work with Friends of the Library groups as directed.
- Understand and use library technology and equipment.
- Cut, collate, and distribute promotional materials as needed.

QUALIFICATIONS;

- Associate degree in graphic arts or communications, a minimum of one year's experience in a public setting or an equivalent combination of education, training and experience.
- One to two years of related work experience.
- Effective verbal and written communication with a variety of individuals.
- The use of computer hardware and software.
- Establishing and maintaining good customer relations with internal and/or external "customers".
- Use of general office equipment.
- Work attendance will be considered.

Hours: 37.5 hours per week, including evenings & weekends

Starting Pay rate: \$16.17 per hour

Job Types: Full-time, Part-time

Salary: \$16.17 per hour

Benefits: Health Insurance, Personal Days, Vacation Days, Sick Leave, and paid Holidays