



Communications Clerk

FSLA Status: non-exempt

Hours per week: 20 hours per week including some nights and weekends.

Reports to: Director, Assistant Director, Communications Coordinator

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor, and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work productively, independently, and meet deadlines.
7. Ability to maintain consistent and punctual attendance.
8. Ability to understand, practice, and demonstrate the library's service standards and Equity, Diversity, and Inclusion values.
9. Ability to perform daily work through an EDI lens.

POSITION SUMMARY

Under the supervision of the Communications Coordinator, the Communications Clerk is responsible for producing content that supports the library's strategic plan and marketing initiatives. The Communications Clerk aids the Communications Coordinator with updating and maintaining a variety of communications channels including, but not limited to, the library's website, social media, email newsletters, and print publications.

REQUIREMENTS FOR THIS POSITION

1. Ability to gather and produce quality content for web and print applications.
2. Ability to collaborate with colleagues throughout the library.
3. Ability to maintain current knowledge of social media trends and best practices.
4. Effectively perform a variety of miscellaneous duties as assigned.

EDUCATION/EXPERIENCE REQUIRED

1. Experience in communications, public relations, marketing, journalism, graphic arts or other related discipline.
2. Customer service experience, preferably in a library setting.
3. Experience working with diverse populations. Spanish/English Bilingual is a plus.

ESSENTIAL FUNCTIONS

1. Writes quality content across a variety of platforms, including features on library services and events, staff reviews of books and other materials, human interest stories about patrons and/or staff, and other projects as determined by the Communications Coordinator.
2. Produces marketing and communications materials about programs, services and outreach efforts as determined by the Communications Coordinator.
3. Provides support in executing events both on and off-site. Assists with set-up and clean-up.

1. Assists the Communications Coordinator at community events – Trunk or Treat, Fall Fest, Christmas in Silvis, Family Reading Night, Silvis Schools’ Book Sale, and others.
4. Assists the Communications Coordinator by contributing to the library’s social media accounts and managing comments and online reviews.
5. Assists in print and email newsletter creation as needed.
6. Participates in relevant training, continuing education and/or professional development.
7. Participates in all responsibilities associated with the Circulation Clerk position.
8. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent sitting, standing, walking.
2. May lift 35 lbs., bending, stooping, climbing, pushing, pulling, reaching, handling, and fine manipulation skills.
3. Vision: near, far; color.

Reviewed December 9, 2024

Communications Clerk

FT/PT: Part Time [20.25 hours/week]

Schedule: Monday 4pm-8pm, Wednesday 2pm-8pm, Thursday 2pm-8pm, and alternating Saturdays 8:45am-5pm.

Salary: \$15.50-\$16.00/hr. Benefits include: IMRF (Illinois Municipal Retirement Fund) and vacation pay.

Position Description:

We are seeking a passionate and knowledgeable Communications Clerk with digital savvy and excellent communication skills to connect with our diverse community, celebrate and share library resources, and expand the reach of all that the Silvis Public Library has to offer. Library experience preferred but not required. \$15.50-\$16.00 per hour, based on experience. Equal Opportunity Employer.

Under the supervision of the Communications Coordinator, the Communications Clerk is responsible for producing content that supports the library's strategic plan and marketing initiatives; updating and maintaining a variety of communications channels; and performing all Circulation Desk duties.

Examples of Duties:

- Aid patrons in the use of the library, its materials, services and electronic resources.
- Assist in Circulation Clerk responsibilities, including pre-processing and shelving of library materials.
- Update the library website and social media platforms, including generating, editing, and reviewing content to ensure accuracy and relevance.
- Produces marketing and communications materials about programs, services and outreach efforts as determined by the Communications Coordinator.
- Provides support in executing events both on and off-site. Assists with set-up and clean-up.
- Assists the Communications Coordinator at community events.
- Assists in print and email newsletter creation as needed.
- Participates in relevant training, continuing education and/or professional development.
- Participates in all responsibilities associated with the Circulation Clerk position.

Qualifications:

- Customer service experience, preferably in a library setting.
- Experience in communications, public relations, marketing, journalism, graphic arts, or other related discipline preferred.
- Experience working with diverse populations. Spanish/English Bilingual is a plus.

Please submit cover letter and resume via email by Midnight, February 7th, to afry@silvislibrary.org.

Position will remain open until filled.

For the complete Job Description, visit our website www.silvislibrary.org