



Communications Manager

FSLA Status: non-exempt

Reports to: Director, Assistant Director

FT/PT: Full-time [32.75 hours/week]

Schedule: Mondays 8:45-5pm, Tuesdays 12-8pm, Wednesdays 8:45-5pm, Saturdays 8:45-5pm

Salary: \$17-\$17.50/hour

Benefits: IMRF (Illinois Municipal Retirement Fund), health insurance options, and paid time off.

Position Description:

We are seeking a passionate and knowledgeable Communications Coordinator 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. \$17.00-\$17.50 per hour, based on experience. Equal Opportunity Employer.

The Communications Coordinator is responsible for the execution of the library's public relations/marketing strategies; building awareness of library programs, services, and collections among its community; coordinating library activities, services, events; and may deliver programs. The Communications Coordinator works as a member of the Management Team and contributes to library wide goal setting and strategic planning to advance the objectives of the library.

Examples of Duties:

- Enhance established relationships with area media, schools, businesses, and civic organizations; and develop new community partnerships.
- Update the library website and social media platforms, including generating, editing, and reviewing content to ensure accuracy and relevance.
- Produces high quality, visually-pleasing, informative materials about programs, services and outreach efforts using news releases, web content, advertisements, newsletters, and displays.
- Provide support in planning and executing events both on and off-site. Responsible for planning and coordinating event schedules, calendars, volunteers, and timelines. Assists with set-up and clean-up.
- Train staff and fields patron questions on library platforms including Vega Discover, Libby, Engaged Patrons, Canva, E-Read Illinois, and Explore More Illinois.
- Serve as liaison to the Friends of the Library.
- Serve as person in charge of Library in the absence of the Library Director and Assistant Director.

Qualifications:

- Associate degree, or equivalent in experience, in communications, public relations, marketing, journalism, graphic arts or other related discipline.
- Customer service experience, preferably in a library setting.
- Experience in content strategy and social media preferred.
- Working knowledge of branding and graphic design principles preferred.
- Working knowledge of outreach events and program planning preferred.
- Experience working with diverse populations. Spanish/English Bilingual is a plus.

Please submit cover letter and resume via email to afry@silvislibrary.org. Position will remain open until filled.