



Loutit District Library

Expanding Horizons, Enriching Minds, Engaging Community

Job Posting

Marketing Assistant (Part-time)

Loutit District Library seeks a creative and organized individual to work 28 hours per week. This position serves as a vital member of the Marketing Committee to assist with achieving the team's strategic goals and initiatives. The primary functions of this job include: social media management, designing a variety of items relating to library programs and services, and supporting library programs by maintaining the library's online calendar.

Schedule: Flexible schedule and remote work may be negotiable.

Qualifications: Minimum of Associate's Degree. Bachelor of Arts or Bachelor of Science degree in communications/marketing/public relations or other related field preferred. Public library, academic or nonprofit experience preferred.

Compensation: Hourly rate for this position is \$18.00 per hour. This position includes PTO, vacation, and sick time.

To Apply: Submit a cover letter, resume, and three professional references in PDF format to Chelsea McCoy, Programming and Marketing Librarian, via email at cmccoy@loutitlibrary.org by 6:00pm on Wednesday, November 17, 2021. To view the full job description visit bit.ly/workatloutit.

Loutit District Library does not discriminate on the basis of age, color, national origin, sex, height, weight, marital or veteran status, religion, age, or handicap in employment or the provision of services. Loutit District Library is a drug-free workplace and is an Equal Opportunity Employer.

Posted: November 3, 2021

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org