



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## Job Posting

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### **Marketing Assistant (Part-time)**

Are you a social media guru? Do you love making eye popping designs? Do you like a fun work environment where every day is different? Do you enjoy finding innovative ways to connect with the public and deliver information? If you answered yes to these questions, you might be the right person to join our Marketing team. Loutit District Library seeks to hire a creative and organized individual to work 28 hours per week. The primary functions of this job include: social media management and designing a variety of promotional materials for library programs and services.

**Schedule:** Flexible schedule. This position allows for some remote work.

**Qualifications:** Minimum of Associate's Degree. Bachelor of Arts or Bachelor of Science degree in communications/marketing/public relations/graphic design 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, sick time and paid holiday time.

**To Apply:** Prepare a cover letter, resume, and three professional references in PDF format. Assemble a portfolio providing samples of your marketing/design work in the format of your choosing. Submit all application materials to Chelsea McCoy, Programming and Marketing Librarian, via email at [cmccoy@loutitlibrary.org](mailto:cmccoy@loutitlibrary.org). Position open until filled. To view the full job description visit [bit.ly/workatloutit](http://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.

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