



Loutit District Library

Expanding Horizons, Enriching Minds, Engaging Community

Job Posting

Marketing and Programming Coordinator (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 program support.

Schedule: Flexible schedule including some evening and weekend hours. This position allows for some remote work at the discretion of the Community Engagement Librarian.

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 \$18.25 per hour. This position includes PTO, vacation, sick 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, Community Engagement Librarian, via email at cmccoy@loutitlibrary.org. To view the full job description visit bit.ly/workatloutit. Position open until filled.

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 16, 2022

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