

Clark County Public Library Employment Opportunity



The Information Place

Job Title: *Public Relations Assistant* | Grade 18 | Full-time - 40 Hrs. | FLSA Non-Exempt

Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the *Public Relations Manager*, the *Public Relations Assistant* promotes the library and its services and programs within the community, creates print and digital content to ensure a uniform, positive and engaging image of the library and provides clerical support to the Public Relations department.

APPLICANT PACKET: *Incomplete or illegible Applicant Packets may be disqualified*

1. **Completed CCPL Employment Application** (Available at library locations or online: [CCPL Employment Application](#) – 2 formats available).
2. **Cover Letter**
3. **Résumé** (link to portfolio welcome)
4. **Three (3) professional references**

SUBMIT by mail or in a sealed envelope to any CCPL location, addressed to: Diana Garrison
HR Office
Clark County Public Library
PO Box 1080
Springfield OH 45501-1080

Review of complete, accurate submissions begins immediately upon receipt.

Complete Position Description available at: [Pub. Rel. Asst. - Position Description](#)

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

High school diploma or equivalent and one (1) year pertinent experience or equivalent training/education in marketing, graphic design or a related field. Associates degree in marketing, graphic design, fine arts or related field preferred

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: *(Click to see [Position Description](#) for more detail)*

- Assists in creation and production of promotional materials in digital, video, and print formats
- Assists with maintaining on-line calendar of events, promotional displays, library signage, public bulletin boards and publications
- Assists community groups and staff with public relations activities, community events and special library events
- Assists with coordination of the library's presence on multiple social media platforms
- Oversees the Memorial/Honor Book Program, maintaining applicable records and assisting with selections of materials
- Collaborates with other departments to develop and design library promotional materials for programs and events
- Assists with photographing and recording events
- Answers the telephone, responds to questions, directs calls and performs other general office duties

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Knowledge of marketing strategies and public relations
- Working knowledge of Adobe Creative Suite, primarily Photoshop and Illustrator, and multiple social media formats
- Creativity in designing promotional materials and displays
- Able to develop and maintain effective working relationships with diverse groups and audiences, staff, community, news media, vendors and library patrons
- Excellent verbal and written (grammar, word usage, punctuation) communication skills
- Maintains and increases knowledge and skills; keeps current with library marketing best practices and trends
- Ability to organize, prioritize, and coordinate multiple tasks; maintain confidentiality and attention to detail
- Possession of a valid Ohio driver's license or ability to obtain one
- Ability to operate tools and controls, reach, stand, walk, sit for extended periods of time, see at close range and distance, talk and hear, occasionally lift or push lightweight objects (up to 25 pounds), bend, reach, and stoop in order to provide general assistance. Close detailed vision when using a computer screen. Converse with others in person and by telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions or for the interview process.
- Pre-employment background and reference check

Salary and Benefits: \$17.38 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; four (4) wks. vacation, ten (10) holidays, and sick leave according to CCPL Personnel manual guidelines. Health and life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).