

Job Title: Marketing and Circulation Specialist

Salary: \$17.50/hr

Part-time: 8 hours per week

Schedule: Fridays 9-5

Must be flexible and able to cover for staff vacations other days of the week.

Job Summary:

Danvers Township Library is seeking a friendly, customer service-oriented individual to work the circulation desk as well as manage the library's social media, website, and promotional programs. The ideal candidate will be detail-oriented and able to manage multiple responsibilities (sometimes simultaneously), have excellent communication skills, and possess a willingness to learn. Additionally, they will be able to make problem-solving decisions, work well within a team, and also work independently with minimal supervision. This person will be responsible for managing and coordinating the library's marketing campaigns under the supervision of the Library Director, with latitude for independent judgement and decision making.

Nature and Scope:

The person in this position is a team player who has passion for libraries, marketing, popular media, technology, and the people who use them. The Marketing and Circulation Specialist keeps abreast of technology trends and enjoys connecting with others who share those interests.

Minimum Qualifications:

- High school diploma or General Educational Development (GED) credential
- At least one year's experience working in a customer service setting
- Ability to communicate effectively across multiple mediums including in-person conversations, over the phone, and through email
- Proficiency with computers
- Fluency in social media platforms

Preferred Qualifications:

- Experience working with technology and troubleshooting questions
- Knowledge of popular literature and media for all ages
- Working knowledge of Canva
- Highly developed written and oral communication
- Ability and desire to represent the library on community task forces and at community and professional events
- Ability to work independently, adapt as needed, and see projects through to completion

Work Environment:

The work is both active and sedentary. Work may include carrying lightweight and heavy items, such as books and other materials or pushing library carts.