

Job Description
Rochester Hills Public Library Marketing Assistant

Position: Community Engagement Specialist, up to 20 hours per week, including evening and weekend hours

Department: Communications

Salary: \$15.25-19.90/hour (placement dependent on qualifications)

Benefits: Flexible work environment, professional development workshops, and training.

Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Monday, August 11

Start date: As soon as possible

Job Description

This person hosts programs, books meeting rooms, and assists with library promotions. This person reports to the Head of Communications and Engagement and assists with administrative tasks assigned to the Communication and Community Engagement Department.

Primary Job Duties:

- Work patiently, empathetically, and respectfully with the public
- Welcome patrons and speakers to events, give event introductions, facilitate question and answer periods, and record program attendance
- Set up basic AV equipment for speakers and performers, and record programs using camera equipment
- Coordinate web presentations and archive video recordings
- Oversee the meeting room reservation request and confirmation process
- Assemble digital and print versions of the monthly board packet
- Follow established library policies, guidelines, and procedures
- Use office equipment and computers independently
- Assist library-related organizations in the coordination of special events, activities, and programs
- Prepare for emergencies and help to maintain a safe work environment
- Perform other duties as required

Qualifications:

- High school diploma or equivalent
- Knowledge, skill, and ability in the area of desktop publishing and video creation (InDesign, Photoshop, Adobe Reader)



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- Proficiency in public speaking
- Ability to work independently and in a collaborative setting.
- Must be able to manage multiple projects independently and effectively, and meet deadlines responsibly
- Work positively with the public and serve patrons of all ages and abilities, and provide exceptional customer service
- A positive attitude toward accommodating library users living with disabilities
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Ability to use Google Suite of productivity tools

Requirements of the role:

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers, and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment
- Travel:
 - <5% (attendance at library workshops)

Application: Please fill out an employment application at <http://www.rhpl.org/employment> and attach a cover letter and resume. If you have questions about the position, please direct them to Betsy Raczkowski (betsy.raczkowski@rhpl.org).

The Rochester Hills Public Library is an Equal Opportunity Employer.