



Huntingdon Valley Library

625 Red Lion Road
Huntingdon Valley, PA 19006
HVLlibrary.org | (215) 947-5138

Part-Time Marketing Assistant

Library: Huntingdon Valley Library

Town: Huntingdon Valley, PA

Library Type: Public

Position Type: Bachelor's preferred and Non-MLS

Deadline: Open until filled

Description, How to Apply, and Contact:

Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a permanent, part-time Marketing Assistant.

- The primary duty of this position is to assist the Director and Circulation Manager with marketing and publicizing events organized by the library.

The successful candidate will be self-motivated, articulate, creative, and organized. This position requires attention to detail, strong grammar skills, and the ability to work as a member of a team. Candidates must be able to work in a fast-paced environment and have excellent customer service and computer skills.

The position is 14 hours per week. Hourly wage: \$15.00

All employees are required to have:

- **Current Pennsylvania Child Abuse History Clearance,**
- **PA State Police Criminal Record Check**
- **FBI Background check**
- **Employment is contingent upon completion of the PA State Mandated Reporter Training.**

Submit resume and cover letter to:

Miss. Kristen Brehant, Circulation Manager

Huntingdon Valley Library

625 Red Lion Road

Huntingdon Valley, PA 19006

or by email in PDF form to krebhant@mclinc.org

Website: www.hvlibrary.org

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit, and library need.

Position: Part-time Marketing Assistant

Reports to: Circulation Manager

Responsibilities:

- Markets all Library programming to broad audiences
- Creates flyers and social media slides to promote Library programs using Canva
- Adds events to the Library's online calendar with accuracy
- Creates website posts for events using WordPress
- Prepares weekly eNewsletter and maintains customer email database
- Manages Library photograph collection and press archives
- Contributes content to HVL's social media sites, posts photos and information about programs, and monitors and responds to customer feedback
- Act as a representative for the Library at community functions and outreach events
- Perform other duties as assigned by the Circulation Manager and Director

Qualifications:

- A college degree in a related field (such as marketing or graphic arts) preferred
- Library and marketing experience strongly preferred
- Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and produce accurate work on a timely basis
- Ability to organize, prepare, and present information in English, both verbally and in written form with creativity and accuracy
- Demonstrates a community-centered attitude
- Ability to demonstrate advanced computer skills using Microsoft Office products, and online Web applications such as Canva, Google, Facebook, and WordPress
- Ability to be flexible and adaptable to new situations
- Ability to troubleshoot
- Strong Proofreading skills

Physical Requirements:

- The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds.
- Hand-eye coordination is necessary to operate computers and office equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Ability to type with speed and accuracy.
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

General Requirements for All Library Employees:

- Ability to project professional workplace image
- Ability to learn new computer skills, programs and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- **Ability to provide the following:**
 - **Pennsylvania State Police Request for Criminal Records Check**
 - **Department of Public Welfare Child Abuse History Clearance**
 - **Federal Criminal History Record Information**
 - **Completion of the PA State Mandated Reporter Training upon hire**