

# **Livingston Manor Free Library**

## **Communications Specialist**

Chartered in 1938, the Livingston Manor Free Library serves the beautiful rural community of Livingston Manor, NY.

The library has an opening for a Communications Specialist who will grow the organization's visibility and reach by developing and implementing an effective communications strategy. This is a three-quarter time position responsible for keeping the public informed about library services with communications that consistently express the mission and vision of the Association.

### **Responsibilities**

**Work collaboratively with library director, staff and volunteers to:**

- Create and implement a strong communications plan including print, digital, and social media utilizing library branding;
- Design and distribute electronic and print communications promoting library resources, services and programs, including written press releases and a monthly newsletter;
- Update and maintain website and social media accounts;
- Collect and maintain library statistics for reporting purposes;
- Assist in program planning for youth and adults;
- Assist in evaluating the effectiveness of programs;
- Prepares reports as required.

### **Additional Responsibilities**

- Performs tasks related to online circulation and interlibrary loan using integrated library software;
- Keep up-to-date with current technology trends and occasionally provide technology instruction to library users;
- Performs extra duties during Director's leave.

### **Requirements**

- Excellent written communication and design skills and the ability to develop varying forms of content for publications;
- Experience with Microsoft Word, Excel, and PowerPoint;
- Demonstrated experience with design applications;
- Ability to learn new software;
- Demonstrated ability to work collaboratively and manage multiple projects.

Job Type: Part time

Pay: \$20/hour

Benefits:

- 7 days paid annual leave
- 3 sick days
- Contribution toward healthcare insurance

Schedule: 26 hours/week, may include occasional weeknights and Saturdays, some remote work possible

Qualifications: Bachelor's degree in related field such as marketing, communications, journalism or demonstrated ability in the required skills. Candidate sought who will extend the culture of the organization.

To Apply: Send resume and letter of interest to Library Director Peggy McGuire at [pmcguire@rcls.org](mailto:pmcguire@rcls.org).

Position open until filled.