

Job Title: Communications Coordinator

Summary of Position: The position of Communications Coordinator will maintain our online, social media, and print communications. Our ideal candidate should also have a proficient knowledge of posting to social media and the ability to learn how to update other online platforms such as our website and online local community forums. Ability to work independently is highly important to this position.

Specific Responsibilities:

Communications

- Manage social media postings several times per week
- Create graphics for social media and LibCal using Canva software
- Learn to make minor changes to our website with the help of our web developer
- Keep up with the current and newly created local community forums to boost our event attendance
- Create monthly newsletters outlining our programs for all age groups
- Communicate with local businesses and township officials to effectively work together in promoting events/programs

Qualifications:

- Bachelor's degree is a must, Librarian certification a plus.
- Excellent computer skills
- Customer service skills/experience
- Ability to work independently when needed
- Ability to communicate effectively with staff members
- Be able to prioritize tasks

Additional Requirements:

- Cross training on Circulation duties
- Circulation desk coverage if needed
- All library positions require the following background and child abuse clearances:
 - Report of Criminal History Report from the Pennsylvania State Police (PSP)
 - Child Abuse History Clearance from the Department of Human Services
 - Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Hours:

20 hours per week with the occasional Saturdays and evenings.

Starting Wage:

\$15-18 per hour

Malvern Library is member of the Chester County Library System and an Equal Opportunity Employer.