



BERWYN PUBLIC LIBRARY

Berwyn Public Library Staff Vacancy

Position: Library Associate – Community Engagement
Salary: \$17.50 with excellent benefits, including tuition reimbursement after the first year
Schedule: 40 hours / week
Application deadline: until filled

Do you love your library? Are you active on social media? Do you have an eye for design? The Berwyn Public Library seeks a library lover for the Community Engagement Department.

The ideal candidate has a strong commitment to sharing the services and programs of the library with the wider community and discovering what community members want. They will have knowledge of and skills in various social media platforms, including Facebook, Instagram, Twitter and YouTube. They will create content for library streams, edit and review social media engagement. They will support off-site and special programming for all ages. Excellent communication and customer service skills are a must.

- Develops and posts content for digital channels to support library events and initiatives
- Designs materials for library services and programs
- Assists with developing and implementing staff training for marketing and community engagement
- Attend community events to promote library services and programs.
- Attends relevant professional development seminars, workshops and webinars.

Education:

- BA or BS from an accredited college or university or equivalent library experience.

Qualifications:

- Excellent customer service skills and a commitment to providing quality patron service.
- Ability to work in a team environment and resolve problems in a positive and professional manner.
- Ability to adjust work schedule to meet various demands of meetings and staffing including the flexibility to be able to work days, evenings, weekends, and holidays.
- Must have valid driver's license.



Preferred Qualifications:

- Ability to communicate in Spanish

APPLICATIONS are available to be picked up and returned to the front desk at the Library. Applications are also available online at <http://www.berwyn-il.gov>.

CONTACT:

Submit City of Berwyn application, cover letter and resume to:

Debra Burke dburke@berwynlibrary.org

Berwyn Public Library
2701 S. Harlem Avenue
Berwyn, IL 60402-2140

The City of Berwyn is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, place of residence, or disability.

