The following position is now open:

Marketing Assistant

Primary responsibility which includes the promotion of the library’s resources and services through social media channels (Facebook, Instagram, Youtube), emails, and weekly website updates. Responsible for managing the library’s public website. Responsible for promotion of library events, resources, and initiatives through digital and print media; including monthly calendar, weekly emails, social media, radio, television, newspaper, promotional items, etc. Ability to assist with all aspects of graphic design for the library, which includes production of ads, billboards, brochures, flyers, signage, posters, forms, applications, newsletters, social media graphics, website graphics, and other marketing materials. Responsible for overall branding of the website. Assists with capturing content at library events for promotional purposes.

Position requires an Associate’s degree in a field related to public relations, marketing, communications, or graphic design. Experience of 1-2 years preferred in public relations, marketing, graphic design, or communications. A combination of education and experience, from which comparable knowledge and ability has been attained may be substituted for education and experience requirements. High degree of customer service skills to work with library staff and community groups. Adobe Certification preferred.

*Portfolio of marketing and graphic design will be required at the interview.

Hours: This is a full-time position with flexible hours, but must meet the needs of the library and may include occasional evening and weekend hours.

Annual Salary: $41,932.80

Please submit your resume and cover letter to Human Resources by 5 p.m. July 5, 2024. Missouri River REgional Library is an equal opportunity employer, committed to diversity, M/F/D/V.