



Community Relations Coordinator – Full-time Position
Starting pay: \$16-19 hourly

REPORTS TO: Community Relations Manager

DUTIES AND RESPONSIBILITIES:

- Design and execute library programming for the Community Relations department, as well as assist with other programs and events as needed.
- Plan and conduct outreach to senior centers, schools, and outlying parts of the community in coordination with other departments.
- Participate in outreach activities and community partnerships to further the reach of the Library within the Hartland community.
- Contributing writer and editor for the marketing activities and projects for the Library, including but not limited to our annual printed newsletter, monthly e-newsletter, quarterly postcards, weekly emails, and blog posts.
- Contribute to the Library's social media content (Facebook, Instagram, Twitter, and TikTok). Follow and manage the Library's branding guidelines on colors, font, logo usage and style of writing.
- Assists other departments as needed, and other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Certification

- Bachelor's Degree in a related field preferred
- Two (2) or more years of recent event or program coordination and/or community relations
- Must have at the time of application, and maintain, a valid Michigan driver license with a good driving record. Out of state applicants must be able to obtain a State of Michigan license within one (1) month of appointment.

Skills and abilities

- Genuine interest in providing superior public service.
- Ability and desire to achieve and maintain cooperative relationships with members of the community and with other employees.
- Excellent organizational and time management skills.
- Excellent written and oral communication skills in English.
- Strong knowledge of social media backend platform usage (Instagram, Facebook, Twitter and YouTube) and social media trends.
- Proficient with Canva, Microsoft Office Suite, and Google Docs.
- Ability to work independently and take initiative.
- Displays critical thinking skills and is detail-oriented.
- Flexibility in scheduling. (Occasional evenings and weekends are required.)



BENEFITS

Full-time benefits include paid vacation, sick and business time (available after completion of the 6-month introductory period), plus holiday pay, paid birthday and paid bereavement leave. Health insurance (an HSA plan) is provided for the employee and the employee may purchase health insurance for dependents at the library's rate. Dental insurance, optical coverage, life insurance, short- and long-term disability are all provided for the employee. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. TIAA-CREF defined contribution retirement is provided at 10% employer contribution and immediately vested with no required employee match.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and is required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

Send your application (available at www.cromaine.org/job-board), resume, cover letter, two writing samples, and contact information for two professional references to drandolf@cromaine.org -- **applications accepted until filled.**