



Accepting applications for:

### **Hourly Library Aide**

Community & Access Services: Public Relations

**Application deadline: Friday, March 19, 2021**

Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Part Time/Temporary Position

Hours: 20 hours per week; some morning hours required; occasional weekend work

Wage: \$13.25 per hour

#### **Job summary:**

Under the supervision of the Public Relations Specialist, post Library services, event information, and fundraising initiatives on community website and social media platforms. Creates routine content for Library digital signs and social media. Assists with Library events in the community.

#### **Minimum qualifications:**

High school diploma. Familiarity with social media and online calendars. Must pass criminal background check

#### **Preferred qualifications:**

One year of experience in public relations, marketing, or communications preferred. One year working with the public preferred. Three to five years of social media management experience preferred. Proficiency in using multi-social posting programs such as Hootsuite. Strong writing and communication skills. Relevant experience determining a target audience and how to cater unique marketing campaigns to capture their attention. Strong understanding of marketing strategy and how to effortlessly utilize these concepts throughout various forms of outreach. Ability to support and contribute to a diverse group of employees and simultaneously work toward many organizational initiatives.

#### **More information:**

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at [www.icgov.org/jobs](http://www.icgov.org/jobs) under Job Descriptions.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: February 24, 2021

