

MPPL Library Assistant/Marketing

- **Position Hours:** Part-Time (20 Hours)
- **Salary:** \$15.00 per hour
- **Deadline:** Open until filled
- **The Village of Melrose Park Municipal code Chapter 2.52. As a village of Melrose Park employee, it is a requirement to reside in the Village of Melrose Park during employment**

Job Description:

The Melrose Park Public Library is looking for a friendly, energetic, flexible, hard-working team player to join our staff. The ideal candidate will have a welcoming personality, excellent customer service skills, and the ability to communicate well with patrons and staff, create marketing materials for print items and online social media accounts and website, perform patron transactions using various computer software, prioritize, and pay attention to detail.

Responsibilities:

- Creates, drafts, proofreads, and publishes marketing materials, email newsletters, and website updates for the library
- Collaborates with the Youth Services/Adult Services departments to create marketing materials
- Manages social media accounts and statistics
- Answering telephones and directing calls
- Staffing Service Desks and providing excellent in-person customer service
- Providing Fax services and Photocopying assistance
- Checking in and checking out library materials
- Processing library card applications
- Processing and routing incoming Interlibrary Loans
- Adding new library materials to online records
- Coordinating study rooms schedules
- Reviewing patron accounts as assigned
- Coordinating or assisting with library programming as assigned
- Special projects as assigned

Requirements:

- Associate or bachelor's degree in related field **and/or** 3+ years of experience in a library, customer service, or marketing environment

- Experience utilizing a variety of design and marketing
- Experience working with Instagram, Facebook, and TikTok
- Familiar with Canva
- Familiar with Constant Content
- Working knowledge of Microsoft Office Suite
- Work one evening shift and one Saturday rotation shift

Preferred Qualifications:

- Ability to communicate and write in Spanish

Please email Ashlie Giuffre with your cover letter, resume, and 3 references.

Email: mps@mpplibrary.org