



Communications Associate

Seeking Full-Time Communications Associate to work 35 hours per week, including one night per week and one Saturday on a rotating basis.

The Kennett Library has an immediate opening for a conscientious, detail-oriented, friendly person to handle various tasks needed to assist in maintaining the library's service to our community.

Responsibilities:

- Handle various technology-based tasks needed to maintain the library's online presence for both our website and social media accounts
- Organize our volunteer library staff in coordination with circulation desk staff
- Assist at circulation desk at various times in the day-to-day operation of the library
- Function well in a busy environment and be able to work with a variety of people

Requirements:

- High School degree is required; Bachelor's degree is preferred
- Spanish fluency will be given special consideration
- Strong communication skills
- Advanced computer skills
 - working knowledge of social media platforms
 - able to help patrons with a variety of technology issues
- Candidate must complete current child abuse clearance, current PA background clearance, and current Federal background clearance forms
- Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease, handle 24 lbs of paper, sit, walk and/or stand for extended periods of time, stoop and reach in a confined area, operate a variety of computer and office machines

Benefits include:

- Vacation, Sick and Personal Leave
- Paid Holidays
- Medical Plan
- Dental Plan
- Life Insurance
- Training and Advancement Opportunities

Salary is commensurate with qualifications

Deadline: October 31

Please email resume and cover letter with the subject line "Communications Associate" to Megan Walters at mwalters@ccls.org