

Norwich Public Library - Community Services Librarian Part Time Position – 25 hours/week

Scope:

This position is responsible for overseeing adult programs, managing public relations and outreach, and coordinating the Library's Community Room and exhibit space. A strong customer service philosophy is essential.

Job Responsibilities:

- Plan and implement the Library's adult programs in coordination with other staff
- Manage public relations activities such as: posts to local town listservs, e-newsletters, brochures, posters, advertisements, press releases and all social media (website, Facebook, Twitter, Instagram, Pinterest)
- Nurture current and foster new outreach relationships with community organizations & businesses
- Coordinate the Library's Community Room and exhibit spaces displays
- Cultivate awareness of and responsiveness to community interests and needs of library patrons, as well as exhibiting knowledge of broader-based library trends and services
- Attend meetings, conferences and workshops as necessary

Additional responsibilities

- Ability to substitute for colleagues for vacations and absences
- Serves as required at the circulation desk
- Other duties as required

Preferred qualifications:

- MLS or MLIS from an ALA-accredited program in Library Science or Certification from Vermont Department of Libraries
- Library experience
- Strong public service focus, excellent customer service skills and demonstrated connection with community
- Excellent written and oral communication skills, including comfort with public speaking
- Experience with social media marketing strategies and tools
- Proficiency with social media software including Constant Contact, Mail Chimp, WordPress, etc.
- Organized and detail-oriented
- Creative problem solver
- Sense of humor
- General marketing & branding experience a plus

Hours

25 hours/week, includes some nights and weekends as dictated by programming needs

Compensation

Commensurate with experience. Benefits include holiday, vacation, and sick leave.

To Apply: Please email cover letter, resume & three references to npljobsearch@gmail.com
Please no phone calls

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