



MARKETING AND ENGAGEMENT COORDINATOR

COMMUNICATIONS DEPARTMENT

Full Time - 37.5 hours per week

Palatine Public Library District has an immediate opening for an enthusiastic, innovative, and dynamic individual to assist in the development and implementation of the Marketing Plan. Primary responsibilities include internal and external Library promotions, newsletter editor, and community engagement through partnership activities. Must have the ability to handle multiple tasks simultaneously and possess a collaborative work style to engage with staff from several departments.

We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. A complete job description can be found online at palatinelibrary.org/about/jobs.

Qualifications include:

- 2 years of college level coursework, Associates Degree in marketing, public relations, or related field required
- 1 year of related work experience in a comparable business or organization required
- Professional copy editing, writing, and publicity
- Experience with partnership/sponsorship engagement
- Courteous and customer service oriented

Physical requirements include: speaking, hearing, vision, and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds, and lift and carry up to 20 pounds.

Scheduled Hours: Monday through Friday - Daytime hours
Occasional evenings and weekends as assigned

Salary: starting at \$19.73/hour (depending on qualifications)

Benefits include vacation; sick time; 7 ½ paid holidays per year; participation in Illinois Municipal Retirement Fund and medical, life, vision, and dental insurance programs.

Employment applications are available online palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Please submit cover letter, resume and completed application to the Human Resources Department or to employment@palatinelibrary.org.

March 2021