

EMPLOYMENT OPPORTUNITY

Position: *Public Engagement (Library Associate)*

Hours: *30-35 per week; some evenings and Saturdays*

Branch: *Mt. Orab*

Compensation: *Minimum \$13.00/hour (actual starting wage based upon education, skills, and experience); benefits include OPERS retirement, paid leave, health insurance, and more!*

Available: *September 18, 2022*

REQUIRED : *Marketing and/or program development experience; advanced technology skills*

PREFERRED: *Bachelor's degree or equivalent experience in relevant field; proficiency using Canva*

Details:

- Plan and execute digital literacy programs and services for library patrons of all ages.
- Create marketing for library services and resources (all media formats/platforms).
- Use technology at advanced level, including: office productivity software (MS Office preferred); desktop publishing/presentation applications; email and Internet searching; social media; eBook readers, tablets, and other devices.
- Research and provide accurate information to library patrons in a timely manner.
- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.

Typical Physical Demands:

- Carry or lift up to 30 pounds
- Push and pull equipment, and fully-loaded (50-100 pounds) materials carts
- Stretch and bend; use step stool or step ladder
- Drive to offsite locations; set-up and conduct programs

BCPL application form and references are required; résumé is encouraged. Applications available on the BCPL website (browncountypubliclibrary.org) or at any branch location.

Submit applications to:

Brown County Public Library **OR** bcpl.officeassistant@gmail.com
Attn: Office Administrator
P.O. Box 527
Mt. Orab, OH 45154

**** Applications received before September 16, 2022 receive priority consideration****



Business Office
P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com