

EMPLOYMENT OPPORTUNITY - REVISED

If you are outgoing, well-spoken, and passionate about helping people become their best selves, you may be the best person to represent the Library in our Public Engagement position!

Position: *Public Engagement (Library Associate)*

Hours: *40 per week; some evenings and Saturdays*

Branch: *Mt. Orab*

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

Available: *on or after January 3, 2023*

REQUIRED : *Marketing, sales, or program development experience; advanced technology skills*

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

Details:

- Plan, promote, and execute digital literacy 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); design and 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 by December 15, 2022 will 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