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EMPLOYMENT OPPORTUNITY: Library Assistant: Marketing Department

Date: April 21, 2025

Hours: Part-time (20 hours)

Starting Salary \$13.50/hour; Starting compensation depends on qualifications and experience

Come join our team! The Barberton Public Library is seeking a dynamic, creative, and enthusiastic individual to help share our story with the community. The Library Assistant works a flexible schedule, which may include nights and weekends.

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary life insurance benefits, EAP, and retirement through the Ohio Public Employees Retirement System (OPERS). The Library supports continuing education for all staff members.

JOB RESPONSIBILITIES

Under the direction of the Marketing Manager, and in cooperation with all departments, assists in the design, publication, and distribution of a wide range of print and digital marketing materials that effectively promote the Library. The Library Assistant performs administrative, clerical, and archival tasks, proofreading, photography, graphic design, and tasks pertaining to social media management/content. Work includes using a variety of platforms and resources involved in publicity and promotion and other activities and duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

High school diploma or equivalent required with some college coursework preferred. The successful candidate will have excellent written and communication skills, strong attention to detail, and experience using computers with a high rate of accuracy. Customer service and previous marketing experience is preferred. Knowledge of the principles of intellectual freedom as they relate to libraries. Ability to pass a criminal background check and education verification checks. Valid driver's license, automobile insurance, and reliable personal transportation.

APPLICATION PROCESS

The position is open until filled, but applicants applying by May 12, 2025, will receive first consideration. Library employment applications are available at www.barbertonlibrary.org/employment or at the Customer Service desk. Please complete an employment application and return with a cover letter and resume to:

Barberton Public Library
Attn: Ann Hutchison, Director
602 W. Park Avenue
Barberton, OH 44203

Or email to: employment@barbertonlibrary.org

THE BARBERTON PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.