

Communication Technology Specialist Job Description

This person will be responsible for updating and maintaining the Library's website as well as promoting, marketing and increasing the visibility of Jenkintown Library through social media networks.

This position requires excellent computer, organizational and communication skills as well as the ability to implement social media strategies that promote Jenkintown Library. This position also requires the candidate to demonstrate creativity and self-initiative.

Reports to Library Director

Responsibilities

- Update and maintain the library's website
- Stay current with social media trends and best practices
- Be aware of opportunities for new social media marketing that may benefit the library
- Analyze the effectiveness of social media on current practices and fundraising campaigns
- Collaborate with staff and the board of directors on special projects
- Regularly update all social media platforms
- Act as a resource for library staff in promoting various programs

Hours

- 10 hours/week

Qualifications

- Demonstrate strong project management skills
- Has in depth knowledge and understanding of social media platforms
- Has the ability to effectively communicate information and ideas
- Must be comfortable working in a team environment
- Act as a resource for library staff in promoting various programs

Is able to work remotely

Must provide samples of work

Must be able to work well with others and relating to the public

Probation period:

Each new employee shall be considered to be on probation for 90 days. If the Library Director or the Board of Directors wishes to terminate the employee during the probation period, he/she may do so with Board approval. A performance review of the employee's work will be conducted during or at the end of the probation period.

Potential employment is contingent upon completing/submitting within 60 days of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History, and FBI clearances.

Interested applicants are requested to submit a letter of interest, resume and three references by March 30th to rlubeck@mclinc.org or mail to Jenkintown Library, Attn: Rosalind Lubeck, Director, 460 York Road, Jenkintown, PA 19046