



EMPLOYMENT OPPORTUNITY
MIFFLIN COMMUNITY LIBRARY
Programs/PR Coordinator (Part-time)

The Mifflin Community Library is seeking an enthusiastic, technologically skilled part-time employee to coordinate public relations for all library needs and to schedule and implement adult programs. The employee in this position will design graphically and produce public relations materials (brochures, posters, flyers, newsletters, computer presentations, signs, etc.) as needed by the library for fundraising and community relations/programming purposes or Berks County Public Libraries (BCPL) requirements and routinely contact local media sources to promote library events. This employee will also plan and implement library programs and events for adults/families, including a summer concert series, and perform additional tasks as assigned by the Library Director.

Hours: 36 hrs. biweekly (normally 18 hrs./week). Monday through Saturday. Although there will be core hours, the schedule needs to be flexible because program times will vary from week to week.

Starting Date: June 5, 2017, or as soon thereafter as possible.

Starting Salary: \$11.00 /hour with a \$.50/hour increase after a satisfactory three-month probationary period.

Benefits: One week (18 hours) paid vacation after first anniversary date and two three-hour personal/sick days following the initial three-month probationary period.

Minimum Qualifications: High school graduate; college degree preferred. Excellent organizational abilities, very good written and oral communication skills, proficiency in graphic design, and the ability to work independently. In addition, this position requires excellent computer skills particularly in desktop publishing, eNewsletters, electronic signage and graphic design programs. Dependability and punctuality are required.

Interested persons should send, deliver, or email a resume and contact information for 3 references to

Patricia Reichl, Library Director
Mifflin Community Library
6 Philadelphia Ave.
Shillington, PA 19607
610-777-3911
mifflincl@berks.lib.pa.us

Application review to begin May 22, 2017. Position open until filled.

Mifflin Community Library is an Equal Opportunity Employer.