JOB POSTING
Communications Professional Assistant (Non-Exempt)
Part-time (20 hours/week)
Position Open: Until filled
Starting rate: $17.00/hour, maybe commensurate with experience

Warsaw Community Public Library seeks a creative and community-minded individual to join our WCPL team as our Part-Time Communications Assistant. This role will contribute to a wide range of visual and digital communication efforts that help connect the community with the library and all the events, services, and resources WCPL provides.

Some responsibilities include:

- Assist in the creation of marketing materials including print and digital graphics, signage, flyers, and displays.
- Assist in the photographing of library events and the creation of video for social media.
- Assist in the drafting, scheduling, and posting content to library social media platforms, reflecting the library's values.
- Maintain consistent visual branding across formats.
- Work closely with the Communications Manager and other departments to support library promotions.
- Assist with simple editing or formatting tasks for newsletters, web content, newspaper articles, or internal communications.

Knowledge and Skills Requirements:

- Experience with photography and/or video including familiarity with basic editing.
- Experience managing social media platforms, specifically Facebook and Instagram.
- Experience with graphic design tools like Canva or Adobe Creative Suite.
- Ability to work both independently and as a collaborative team, manage time effectively, and meet deadlines.

Minimum Requirements:

- High school diploma, GED, or high school equivalency.

Physical Requirements and Work Environment:

- Physical requirements include mobility for office work, ability to use office equipment, stamina for prolonged standing and walking, strength to lift up to 20 pounds, vision for reading and computer use, and hearing and speech for communication.

How to Apply: Application and full job description available at the Circulation Desk. Applications can be emailed to adminoffice@warsawlibrary.org. A portfolio or samples of previous creative work (design, photography, and/or social media) may be requested.