



## Community Relations Specialist Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a Community Relations Specialist to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

### Essential Duties & Responsibilities

- Plan, implement, and coordinate public relations, marketing, and communications activities for the Library within budget, and evaluate success of campaigns.
- Promote library programs and services by creating, editing, and disseminating brochures, flyers, video and web content, press releases.
- Collaborate with Manager and other internal stakeholders to educate the community and potential community partners about the value and benefits of the Library.
- Promote a positive brand image and act as a brand ambassador.
- Create and manage marketing assets, such as photos and videos, for use in Library promotions.
- Represent the Library at community events.
- Develop relationships with patrons, influencers, and community partners in support of Library initiatives.
- Plan, implement, promote, and evaluate library programs, and writing contests, as needed.
- Assist with grant research, preparation, execution, and reporting.
- Develop content for and coordinate preparation of monthly/annual reports, and statistical reports for presentation to the Board, staff, and patrons.
- Perform other responsibilities as apparent or assigned.

### Required Skills & Knowledge

- Bachelor's degree in related field (Marketing, Journalism, Graphic Design, Public Relations, or Communications).
- Minimum three years of multimedia, communications, development, or marketing experience.
- Knowledge of media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Strong customer service orientation, responsive to internal and external customers.
- Written and verbal communication skills necessary to work effectively with various levels of library staff, vendors, community partners, and patrons.
- Demonstrated interpersonal and conflict management skills, with an ability to work in a team environment.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Ability to comprehend marketing strategy, offer creative concepts, and design solutions that support project goals and objectives.
- Ability to prioritize and manage multiple tasks or projects simultaneously, under pressure of deadlines or unexpected changes.
- Experience with video production, desktop publishing, web, and Office 365.
- Prior experience in grant writing preferred.

### Compensation & Benefits

- Starting pay is \$17.64 - \$22.53 per hour
- Excellent benefits package including pick-up of employee's contribution (10%) to Ohio Public Employees Retirement System ([OPERS](#))

### Status/Schedule of Hours

- Non-Exempt, Bargaining Unit position, 40 hours per week; may require occasional evenings and weekends
- Position is located at the Woodbourne Library

### To Apply

To be considered for this position, please submit cover letter, resume, WCPL application and portfolio\*\* to: Human Resources, **CRS523WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, OH 45458 or email to: [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us)

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

\*\* Please include three samples of your work, may include press releases, brochures, flyers, or video productions

**All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check.**