



67 North Main Street
Randolph VT 05060
802-728-5073
www.KimballLibrary.org
info@KimballLibrary.org

Communications Librarian (6/25)

Nature of work:

Under the supervision of the Director, and in addition to the responsibilities of an Assistant Librarian, the Communications Librarian is responsible for informing the community about library events and services through print and web-based marketing tools, and other duties as assigned. Collaborates closely with library staff responsible for program development and execution.

Essential functions of the job:

Manages the creation of marketing communications and promotional material (newsletter, social media, event flyers and informational handouts, newspaper column and calendar listings).

Represents the Library at community events to expand outreach.

Assists in developing new programming and analyzing existing programming and procedures qualitatively and quantitatively.

Performs other duties as needed.

Required knowledge and skills

Commitment to the triple bottom line of sustainable library operations: services that are socially equitable; environmentally sound; and economically feasible.

Knowledge of best practices relating to marketing.

Ability to maintain excellent customer service skills, including the ability to work well under pressure.

Thorough knowledge of Kimball Library policies.

Ability to follow through on details and procedures.

Ability to work under minimal supervision.

Ability to learn computer skills, including library software, internet, online database searching, e-content apps, and basic troubleshooting.

Minimum qualifications:

Applicable library or communications experience.

Terms of employment

20 hours per week; includes evenings and weekends.

Compensation: \$20/hour. Paid vacation and sick leave. Annual wage adjustment.

Termination: 30 days' notice in writing by either party.