



JOB ANNOUNCEMENT

DATE: February 19, 2018

POSITION: Outreach Assistant

GENERAL DUTIES: The individual in this position is responsible for providing outreach services to the Conyers-Rockdale community through festivals, activities, and partnerships; promoting the library through the newsletter, press releases, social media outlets; serving populations with specific needs; marketing through publicity of the library's services, programs, and events; creating promotional materials/flyers; proofreading; weekly route.

QUALIFICATIONS: High school diploma or equivalent (GED) required, with two (2) years of progressively responsible experience in a library or educational setting preferred. Must be at least twenty-five (25) years of age (for driver's insurance cost) with a current driver's license, good driving record, and ability to operate an automatic minivan.

Must be computer literate and have working knowledge of Microsoft Office Suite and/or publishing software. Physically able to lift forty (40) pounds, bend, stretch, move at a moderate to quick pace, and push or pull a fully loaded cart of books.

Good knowledge of public library policies, programs, and events. Ability to communicate effectively (verbally and written) with the public, media, and staff, and to establish positive working relationships with a wide variety of community members and organizations.

SALARY: \$9.00 per hour.

SCHEDULE: 17 hours per week (no benefits); some Saturday and evening work hours required. Will be required to work festivals and conduct outreach activities.

APPLY TO: Conyers-Rockdale Library System
Nancy Guinn Memorial Library
ATTN: Administration Department
864 Green Street, Conyers, GA. 30012

-or- online @
www.conyersrockdalelibrary.org

Applications will be accepted until position is filled.

**THE CONYERS-ROCKDALE LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORKPLACE**

CRIMINAL BACKGROUND & MVR CHECK IS REQUIRED