



## Marketing Administrative Assistant

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*Department:* Marketing & Outreach

*Reports To:* Marketing & Outreach Manager

*Hours Per Week:* 25 (part-time), including daytime, evening, and weekend hours

*FLSA Status:* Non-exempt

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### *What You Do*

The Marketing Administrative Assistant supports the marketing and community engagement work of the Marketing & Outreach Manager.

Responsibilities include:

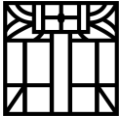
- Assists in creating, proofreads, and sends press releases to media outlets.
- Assists in creating and uploads social media posts, including designing graphics, captioning videos, and writing posts.
- Creates and sends weekly e-newsletter.
- Prepares, prints, and distributes posters, flyers, and other promotional materials.
- Updates library public and meeting room calendars as needed.
- Assists in updating the website.
- Assists with special marketing and outreach events.
- Providing meal breaks and substituting on public service desks as assigned.
- Other duties as assigned.

### *What We All Do*

Eckhart Public Library is a team. We work together to serve our community, and to carry out our mission: to provide access to diverse information and present opportunities for creativity and discovery at all stages of life.

All Eckhart Public Library staff members are expected to be professional and respectful with colleagues, and to provide great customer service to our users. Staff members must be flexible and ready to adapt to change; passionate about our community and our users; able to respectfully and effectively communicate with coworkers; and enthusiastic about taking risks and learning. All Eckhart Public Library staff members are expected to have a desire and demonstrated ability to serve the public and work with fellow staff members and volunteers with friendliness, tact, and diplomacy. Eckhart Public Library staff must be open to training opportunities by other staff members, and be willing to train others, including staff, volunteers, and users.

Eckhart Public Library takes patron privacy very seriously. All staff members of Eckhart Public Library must have a commitment to handling confidential and sensitive information appropriately.



Eckhart Public Library must make a commitment to protecting and promoting intellectual freedom. Eckhart Public Library strives to provide an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The library collection contains materials which provide the community with equitable access to information and materials for lifelong learning, enrichment, and recreation.

All Eckhart Public Library staff members are expected to keep current with trends in libraries as relates to their position, and to keep up with technology competencies required for their position.

All Eckhart Public Library staff members are expected to abide by the library's mission, vision, and staff values; staff handbook; and policies approved by the Eckhart Public Library Board of Trustees.

### *What You Have*

The Marketing Administrative Assistant should have proven skills in administrative assistance tasks; strong writing skills; problem-solving skills; effective communication and interpersonal skills; enthusiasm for public service; a willingness to try innovative practices; and a commitment to customer service.

The Marketing Administrative Assistant must be able to master technology competencies needed for the position, including proficiencies in a variety of specialized software, including social media platforms, and the use of computers and mobile devices. The Marketing Administrative Assistant is expected to stay up-to-date on new, relevant, and emerging technologies and trends.

Requirements for this position are:

- High school diploma
- Two years of related experience in an administrative assistant or marketing role
- Proficiency with word processing software
- Proficiency with social media platforms
- Proficiency with Google products
- Fluent in English, both oral and written
- Physical ability to operate computer and mobile technology devices

Desired qualifications for this position are:

- Experience in a library setting
- Proficiency with photography and graphic design

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Eckhart Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.*



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Eckhart Public Library

*Eckhart Public Library reserves the right to modify this and every job description in whole or in part at any time.*