

Leavenworth Public Library
Job Description
April 2025

JOB TITLE

Programming & Marketing Assistant

SUMMARY

Under the supervision of the Programming/Marketing Manager, this employee will assist with adult programs, library marketing and community outreach. This is a 25 hour per week position. Evenings and weekends required.

Duties include:

- Collaborating with Programming/Marketing Manager on planning and implementing adult programs.
- Setting up and storing furnishings, equipment and other items needed at Library events
- Assisting program presenters with use of Library technology and equipment
- Creating Library marketing materials including flyers, brochures, posters
- Attending community events and meetings as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Superior oral and written communication, listening and research skills.
- Creativity, enthusiasm and commitment to working collaboratively.
- Ability to create appealing, effective graphic elements for Library marketing
- Strong ability to complete projects as directed and meet deadlines without supervision.
- Ability to assist with event planning and implementation.
- Competency in public speaking and networking.
- Must possess a valid driver's license, provide reliable transportation and maintain acceptable motor vehicle record.
- Must have reliable mobile phone service for communication with Library and outreach locations.

EDUCATION, EXPERIENCE & TRAINING

High school diploma is required. Bachelor's Degree or experience in communications, marketing, public relations, graphic design or related field is preferred.

- Experience in planning and implementing events is recommended.
- Experience with graphic design software (Canva and Adobe Creative Suite) is recommended.

Physical Requirements

- Talking, expressing or exchanging information by means of the spoken word; spoken information must be conveyed to supervisor and coworkers accurately.
- Hearing, perceiving the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication and making discriminations in sound.
- Visual acuity to perform activities such as: preparing and analyzing data; viewing a computer terminal; extensive reading; visual inspection of materials, operating computers, copier, printers, scanners.
- Standing by remaining upright on the feet, particularly for sustained periods of time.
- Walking, moving feet to accomplish tasks, move about within shelving, desks, chairs, workstations, carts.
- Balancing, maintaining body equilibrium to prevent falling when walking, standing, pushing, pulling, moving, carrying objects.
- Ability to adjust, move or push objects up to 50 pounds in all directions.
- Pushing and pulling, using upper extremities to exert force on or against something with sustained motion.
- Bending body downward and forward by bending spine at the waist. Kneeling, bending legs at knees and ability to come to rest on knee or knees.

- Lifting, raising object(s) from a lower to a higher position, or vice versa; moving objects horizontally;
- shifting material within, onto and off shelves, carts, desks, bins.
- Reaching by extending hands and arms in any direction.
- Using hands/fingers to handle or feel, manipulate and grasp objects, typing; constantly operates a computer and other office technology. Feeling, perceiving attributes of objects such as size, shape or texture by touching with fingers.
- Ability to ascend and descend stairs, using feet and legs and/or hands arms.
- Repeating motions that include the wrists, hands and/or fingers.
- Frequently work is in narrow aisles, between shelves, computers, desk and chairs.
- Exposed to inside and outside environmental and atmospheric conditions.
- Some travel to workshops or meetings.

Employees of the Leavenworth Public Library are “employees at will.” *Personnel Policy, section 1*

Employee Signature _____ Date _____

Job descriptions are meant to be general guidelines to the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.