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**POSITION OPEN:** **Part-Time Marketing & Communications Specialist**

**DATE AVAILABLE: Immediately**

**HOURLY RATE RANGE: $22.88 to $27.94**

**POSITION REPORTS TO: Director of Development & Communication**

The Ferguson Library seeks a motivated individual to join a team of library professionals in the Development & Communications Department. The ideal candidate will have the ability to work in a fast-paced, team-oriented marketing development environment.

**DUTIES INCLUDE:**

* Manage library’s online events calendar
* Assist in development of marketing strategies for library programs and services and work as part of a cohesive team to produce library marketing materials
* Grow the library’s social media presence
* Responsible for Spanish language translation of new content for press releases, publicity materials, etc.

**QUALIFICATIONS:**

* Bachelors degree in marketing or other related fields
* 3+ years in a marketing role or commensurate work experience
* Proven track record in creating and developing content to market to a broad, diverse community and to build multi-lingual relationships.
* Ability to work independently and collaborate across departments and locations
* Spanish language proficiency
* External contacts with Spanish language media outlets
* Detail and deadline oriented with ability to multi-task
* Familiarity with web editing a plus
* Previous experience working with or for a non-profit entity a plus