



## **Communications Strategist**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** The Palatine Public Library District is seeking a full-time **Communications Strategist** to develop and manage strategic marketing content and outreach initiatives to promote library programs and serves, ensuring clear, consistent, and engaging communications across internal and external platforms. We are looking for a highly organized and self-motivated professional who demonstrates exceptional attention to detail and a commitment to service excellence.

### **How You'll Contribute:**

In general, the Communications Strategist is responsible for:

- All organizational promotional materials, including newsletter, coordinate the content and layout while providing expertise, accuracy, and consistent guidelines to ensure excellent communication.
- Creating and project managing marketing plans for Library-wide events including reading programs.
- Delivering and maintaining internal communications content through weekly all-staff email newsletters and Intranet content to engage staff.
- Composing monthly press releases and articles to promote Library programs, services, and news and publish to various online news channels.

Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

### **You'll Be Successful Because You Have:**

- Bachelor's degree in communications, marketing, or related field, or equivalent experience
- One year of related experience in a comparable business, organization, or library.
- Fluency in written and spoken Spanish or other language commonly spoken in the district preferred.
- Experience with or ability to learn digital editing software, like Adobe Creative Cloud
- A strong command of English grammar, punctuation, and spelling
- Experience with website content management software

The ideal candidate will possess strong communication skills, both written and verbal, and will excel in both independent and collaborative work environments.

### **What We Offer:**

- Pay Range: \$24.98-\$27.73 hourly, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible to work from home two days per week after successful completion of 90 days.
- Benefits include 4 weeks of vacation per year; 12 days of sick time per year; 5 personal days per year; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs

### **How To Get Started:**

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application, cover letter, resume, and 3 references to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).



Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.