



Digital Communications Coordinator

Enjoy what you do while contributing to a Library that makes a difference in people's lives. The Palatine Library District is seeking a full-time **Digital Communications Coordinator** who plays a vital role in promoting the Library's brand, services, and mission through a variety of digital channels, with an emphasis on creating a welcoming, engaging, and user focused experience. We are seeking someone who is service-oriented and adaptable, with strong communication skills and a strategic, innovative mindset. As a key member of the Communications Department, the Coordinator supports the implementation of the Library's marketing plan and works closely with internal teams to enhance visibility and engagement across digital platforms.

How You'll Contribute:

- Utilizes a variety of digital tools to promote the Library's programs and initiatives internally and externally.
- Demonstrates collaborative teamwork by supporting and providing backup oversight of communications projects.
- Facilitates the Library's social media strategy by chairing the social media committee, promoting content creation, scheduling, and monitoring across platforms with insight and strategic thinking.
- Engages in ongoing research and analysis of marketing and digital trends to propose innovative and strategic outreach ideas and cross-promotional tactics.
- Acts as a personable and service-driven liaison in digital community engagement efforts with local businesses, nonprofits, and Library members.
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

You'll Be Successful Because You:

- Have a bachelor's degree or equivalent
- Have a minimum 1 year of related experience in a comparable business, organization, or library
- Excellent written and verbal communication skills
- Familiarity with website content management systems and user experience
- Can manage multiple projects with efficiency, accuracy, and creativity

What We Offer:

- Hourly Range: \$24.95-\$27.73 an hour, depending on qualifications
- Full Time: 37.5 hours per week
- 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
- Additional compensation for non-English language skills

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.



About Us:

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.