



MARKETING ASSOCIATE
COMMUNICATIONS DEPARTMENT
Full Time (37.5 hours per week)

Palatine Public Library District has an immediate opening for an enthusiastic and dynamic Marketing Associate. Primary responsibilities include generating marketing and promotional materials for Library programs and services. Selected individual will also be the Newsletter Editor. Candidates must have the ability to handle multiple tasks simultaneously and work with employees from several departments. For a more detailed job description, visit our website at www.palatinelibrary.org.

Qualifications include:

- Requires completion of 2 years of college level coursework, Associates Degree, or equivalent.
- 1-2 years experience in marketing, public relations or related field.
- Knowledge of Windows platform and Windows Office Suite
- Knowledge about and/or experience communicating via social media channels
- Knowledge of Adobe Creative Suite preferred
- Detailed oriented and organized
- Ability to handle multiple tasks efficiently.
- Courteous and customer service oriented.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

Hours are: Monday through Friday 9:00 a.m. – 5:00 p.m.

Salary: \$18.35 – 19.00 per hour.

Benefits include vacation, personal and sick time; 7½ paid holidays per year; and participation in the Illinois Municipal Retirement Fund

Employment applications are available on line www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit cover letter, resume and employment application to employment@palatinelibrary.org.

January 2019