CHERRY VALLEY PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION
2026-2027

Position: Marketing Coordinator

Benefits: Paid sick leave and PTO, vacation, holidays, and birthday.

Education: Associates Degree desired or equivalent experience.

Hours: 25 hours per week, as set by the Library Director; will include day, evening, and weekend hours

Supervisor: This position reports to the Library Director.

Position Overview:

The Cherry Valley Public Library is looking for a creative, energetic, hardworking and independent individual to join our team. In this position, applicants will work collaboratively with the Library Director, Graphic Designer, Volunteer Coordinator and others to promote library programs, services, and collections. This position is on-site with the possibility of some remote work after six months of employment.

In addition, the ideal candidate will be friendly and outgoing, manage their time well and be a team player. Must provide excellent customer service to all library patrons, volunteers, and co-workers: possess the ability to learn new technologies: have budgeting and money handling experience: and follow library policies and procedures.

Qualification Standards:

- Holds a valid driver's license and has access to and ability to operate an insured vehicle.
- Ability to lift, push, or pull up to 25 pounds occasionally and up to 10 pounds frequently.
- Ability to bend, reach, sit, stand, and walk as needed throughout shift.
- Demonstrable English reading skills.
- Ability to communicate effectively orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring questions to appropriate Library staff members.
- Attention to detail.
- Ability to work independently.
- Ability to have a physical presence in the library.

Examples of duties:

- Coordinates quarterly newsletters by developing content with staff, editing articles, overseeing layout and design, and ensuring printing and distribution.
- Oversees and edits all promotional materials including posters, flyers, bookmarks, etc.
- Provides website content and shares website maintenance duties with staff.
- Promotes fundraising efforts including Scarecrows on Parade, Mini-Golf in the Library & Silent Auction, Used Book Sales and CVPL merchandise.
- Develops daily social media posts (Facebook and Instagram).
- Conducts community outreach and acts as the liaison to the Village of Cherry Valley and the CV Small Business Association.
- Handles media relations. **MUST** be comfortable on camera.

The “Examples of Duties” listed above is not meant to be a complete rendering of all the duties which may be performed by the individual in this position. The “Examples of Duties” is only meant as a guide to the primary and most common duties performed by the individual in this position.

Compensation: $16.75 to $19.15 per hour depending on qualifications and experience.

Customary Hours: M-F 9:00 am – 2:00 pm, but may include evening and weekend hours depending on scheduled events. This is an in-person position.

To be considered for this position, please submit an application, recent cover letter and resume to Sue Stevens at sues@cherryvalleylib.org by **Friday, September 18, 2026.**

*The Cherry Valley Public Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.