



Community Relations Manager

Start date and process: Applications are accepted through December 5th. Interviews begin the week of December 9th with an anticipated start date as soon as possible.

Annual salary of \$16-18/hour, part-time, 15-20 hours per week

Benefits: Personal time off, sick time, and paid holidays, including two floating holidays

The Harrison Township Public Library is a Class IV library with a service population just under 25,000. Harrison Township is a beautiful waterfront community located on Lake St. Clair with a number of local recreational activities for outdoor enthusiasts. The library was first established as a tax-funded entity in 2015 and is expected to continue growing for the foreseeable future. HTPL is seeking a personable, enthusiastic individual to join us on our journey.

The Community Relations Manager is crucial to HTPL's program of public service. Duties include but are not limited to:

- Represent and promote the library in the community, both at outreach events and through creating community partnerships
- Oversee preparation of the library's newsletter, website, social media, and other forms of communication to the community, in collaboration with the library staff and marketing team
- Perform public relations functions such as preparing promotional materials and press releases, develop in-house displays, maintain library social media accounts, and participate in community outreach opportunities that may require public speaking
- Lead the search for community partnerships, sponsorships, grant opportunities, and gifts for the purpose of fundraising and/or library programs
- Build and maintain strong working relationships with local school administrators, faculty, PTO leaders, local businesses, community leaders, and other community partners
- Collaborate with staff and community partners in order to facilitate outreach services and opportunities
- Assist the library director with long-term planning and the implementation of strategic plan objectives

- Assist guests with the use of the library including print and electronic materials such as technology instruction, Internet navigation, use of Microsoft Office programs, electronic resources, and all other library services as needed
- Work independently within the guidelines set by library policies and the Library Director
- Motivate, establish and maintain effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public
- Assume responsibilities for supervision of personnel and facilities in the absence of senior staff
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Participate in planning library objectives and services
- Perform other related duties as required

Minimum qualifications:

- Ability to deliver consistent, friendly, attentive, high-quality customer service
- Excellent verbal and written communication skills
- Ability to prioritize duties, meet deadlines, work independently, and assume responsibility
- Awareness of new developments and trends in public libraries, the community, and society
- Full range of Internet and Microsoft Office skills, graphic design and communications software, web design capabilities, and social media marketing experience
- Flexibility in schedule including some evenings and weekends
- Ability to troubleshoot library technology
- Ability to lift 50 pounds, stand for extended periods of time, kneel, and crouch

Preferred qualifications:

- Bachelor's degree in business, marketing, or graphic design
- Successful experience with marketing and/or community partnerships
- Grant writing and/or fundraising experience is a plus
- Customer service experience

Apply:

Please see the application details at htlibrary.org/employment.