
SEASONAL LIBRARY ASSISTANT ADULT EVENTS DEPARTMENT

Adult Events Department (AED) is looking for an enthusiastic and friendly staff member to join their team. The AED team is based at the Court House Branch of the Cape May County Library and provides a variety of events and programs for adult patrons. Under the direction of the Adult Events Coordinator, this position is responsible for assisting with scheduled events in the Cape May County Library, including program advertising, event set-up, taking attendance, and various administrative tasks. This position requires a strong commitment to excellent customer service, and the ability to work cooperatively and respectfully with other staff members. The Adult Events Department staff have a varying schedule, working nights and weekends on a changing basis, so being able to work a flexible schedule is essential. The ideal candidate will also be able to demonstrate an understanding of proper time management when it comes to completing tasks.

This position is a temporary full-time or part-time position, with the possibility of transitioning into a permanent part-time position. The successful candidate's schedule may include one night and/or weekend in Circulation as needed, as well as additional nights and weekends to cover library events.

Duties and Responsibilities

- Attend library events
 - Includes transporting equipment and supplies, taking pictures for the Cape May County Library's social media platforms, recording patron attendance, assisting with event preparation, cleaning up after events, assisting the presenters and responding to their needs, understanding how to use the library's A/V equipment and troubleshooting A/V issues with help from the IT Department
- Contributing ideas for new programs
- Create content for the Library's social media platforms
- Create visually interesting print and digital publicity materials, including monthly events calendars, weekly e-newsletters, event posters, and digital signage on Communico Broadcast
- Create, edit, and submit press releases to various newspaper and media outlets
- Communicate event information to all Library branches, including sending posters, calendars, and flyers
- Maintain and add patron emails to the Constant Contact email list.
- Update Communico with event information
- Create vouchers and invoices for presenter payment
- Maintain a yearly spending budget
- Register patrons for programs

Knowledge, Skills, and Abilities

- Cultural competence skills
- Excellent customer service skills
- Ability to work harmoniously with patrons and coworkers
- Ability to work efficiently, respectfully, and cooperatively with team members
- Ability to communicate effectively to patrons and coworkers via telephone and email
- Pre-existing knowledge of social media platforms, including Instagram, Facebook, and Twitter
- Ability to easily learn new software programs used to publicize Library events, such as Communico Broadcast, Canva, and Constant Contacts
- Ability to work independently to complete tasks
- Proper time management and organizational skills
- Strong proofreading and editing skills
- Ability to work a varying schedule

Qualifications

- Cape May County resident
- Current permanent part-time Library Assistants
- Valid New Jersey Driver's License

To Apply:

Complete the Cape May County Library job application on the Library's Employment page <https://cmclibrary.org/help/employment>.