

## COMMUNICATIONS ASSISTANT

### SUMMARY

Provides administrative, logistical, and entry-level communications support to the Communications Department and Headquarters at Mid-Columbia Libraries (MCL). This position assists with marketing and office material distribution, in-house printing, supply tracking and restocking, event calendar monitoring, data tracking and cleanup, scheduling, and administrative support.

### ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides administrative and logistical support to the Communications Department and Headquarters, including: scheduling, fulfilling and tracking requests, maintaining event calendars, etc.
2. Assists with routine updates to MCL's digital presence, including website content, intranet postings, and social media scheduling under the direction of Communications staff.
3. Assists Communications staff in coordinating intake, tracking, and follow-up for marketing and communications requests submitted by staff; ensures requests are complete and routed appropriately.
4. Supports preparation, duplication, and distribution of marketing, branding, and promotional materials, including assembling packets, organizing inventories, and preparing materials for delivery or events.
5. Assists Communications staff with maintaining inventories of marketing, branding, and promotional collateral; assists with restocking and organizing storage areas.
6. Assists with data entry, recordkeeping, file management, and database maintenance related to communications projects, outreach activities, and reporting.
7. Supports event preparation and logistics, including assembling materials, coordinating schedules, and assisting Communications staff during events, programs, or outreach activities.
8. Assists with basic copy formatting, proofreading, and quality checks for accuracy, consistency, and brand alignment prior to publication.
9. Responds to routine inquiries related to communications and headquarter materials, events, or requests, escalating complex or sensitive issues as appropriate.
10. Performs a variety of special projects and assignments in support of Communications and Headquarters.

11. Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE REQUIRED**

1. High school diploma or GED required.
2. Associate degree or coursework in communication, marketing, business, graphic design, or a related field preferred.
3. One year of administrative, communications, marketing, or customer service experience preferred.
4. Or a combination of education and experience that demonstrates equivalent proficiency.

### Knowledge of:

1. Current office methods, equipment, practices and procedures including PC usage and familiarity with Microsoft Office (e.g. Word, Excel, PowerPoint) and other personal computer applications, emailing systems, and web-based searching.
2. English language usage, spelling, grammar, punctuation, and AP style guidelines.

### Skill in:

1. Typing, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Effective written and verbal communications.
4. Listening to, understanding and interpreting information received from library customers and library employees.

### Ability to:

1. Represent MCL in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
2. Promote a culture of belonging by supporting MCL's commitment to a Healthy Workplace.
3. Demonstrate a commitment to ALA's principles of intellectual freedom, the Library Bill Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
4. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
5. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
6. Obtain a valid Washington driver's license.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to resolve situations or problems.

**FLSA & UNION STATUS:** Non-Exempt, Union Position

**SALARY GRADE:** 200