



JOB POSTING #08-23

Title: Part-time Marketing Assistant

Location: Burlington County Library, Westampton

Salary: \$19.23 per hour

Open: 05/23/2023

DESCRIPTION

The Burlington County Library System is looking for a detail-oriented, motivated individual to join their marketing team. This position will report to the Chief of Communications. The ideal candidate will be organized, have strong written and verbal communication skills, and enjoy working in a collaborative team environment. Examples of duties:

- Support the administrative needs of the marketing department, such as, file maintenance and organization, maintaining department budget and tracking incoming marketing briefs
- Act as point of contact between library departments and the marketing team
- Manage inventory, supplies and orders
- Coordinate the distribution of materials for system wide outreach events
- Copy edit and proof documents as needed
- Other duties as assigned

REQUIREMENTS

- Degree or equivalent experience, ideally within Marketing or Business
- Ability to work accurately, confidently and self-directed
- Excellent written and verbal communication
- Strong interpersonal skills, must be a team player
- Ability to thrive in a fast-paced environment, work within deadlines and multi-task
- Strong computer skills, including knowledge of Word, Excel and Google Suite
- Keen attention to detail, ability to prioritize responsibilities
- Adobe Suite experience preferred

SCHEDULE

24 hours per week during library business hours.

Submit a resume and cover letter including **Job #08-23** by **06/09/2023** to jobs@bcls.lib.nj.us.

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.