

Part-time Website and Social Media Manager (18 hr/week)

Northeast Georgia Regional Library System

JOB SUMMARY

Responsible for developing and managing WordPress web site and social media accounts for the Northeast Georgia Regional Library System (NEGRLS) in order to attract potential library patrons and retain existing ones.

MAJOR DUTIES

- Coordinate with System Director to optimize WordPress web site design for optimal visibility.
- Produce valuable and engaging content that attracts our target demographics.
- Initiate and manage social media campaigns.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of library operations and services.
- Knowledge of computers, WordPress, and social media.
- Excellent oral and written communication skills.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Background check and E-Verify required prior to employment.
Northeast Georgia Regional Library System is a drug-free workplace.

Please send a letter of interest, resume, professional writing sample and three professional references to:

**Northeast Georgia Regional Library System
Attn: Delana Knight
P.O. Box 2020
Clarkesville, Georgia 30523**

Accepting application materials until position is filled.