

## Adult Services Library Assistant Position Available

CC Mellor Memorial Library (CCM) is seeking an enthusiastic team player as part of our Adult Services Department. The position has a set 20-hour-a-week schedule, inclusive of evenings and weekends, with some flexibility around programming required.

### Essential Duties:

- Schedule, plan, and conduct library programs for adult patrons
- Provide technological support to patrons on our public service computers
- Provide exceptional customer service and readers advisory to our adult patrons
- Maintain some collections for our adult services department, including purchasing and weeding of materials
- Perform and coordinate outreach to adults in senior living communities

### Position Requirements:

- Bachelors degree
- Professional experience providing adult programming preferred
- Excellent oral and written communication skills
- Ability to work in a busy organization with an eye to customer service
- Ability to establish and maintain effective working relationships with staff, volunteers and public
- PA State Criminal Background Check / PA Child Abuse Clearance / FBI Criminal Records Check
- Must be able to travel occasionally for outreach programs

### About the Organization:

Established in 1917, CC Mellor Memorial Library provides library services from 2 locations to the residents of Edgewood, Forest Hills, Braddock Hills, Churchill and Wilkins Township. Our mission is to educate, entertain and enlighten our communities by providing state-of-the-art technology, programming, and library services.

Our Adult Services department has traditionally been focused more on service to community groups than providing programming. The interruption in service due to the pandemic has created an opportunity for us to revisit our services to adults and we are eager to bring on a fresh set of eyes to help us with that task.

CCM provides PTO and retirement benefits to all employees. Pay range for this position is 10.00 – 14.00 dollars an hour.

### How to Apply:

Please send you resume and cover letter to Erin Pierce at [piercee@einetwork.net](mailto:piercee@einetwork.net) no later than Monday May 24<sup>th</sup>.

## Communications Specialist Position Available

### Position Summary:

Under the direction of the Library Director, the Communications Specialist works as part of our team to inform our stakeholders of the programs, events, stories and services offered by CC Mellor Memorial Library (CCM). The Communications Specialist will continue the growth of the CCM identity through cohesive messaging and branding.

This 15-hour-a-week position requires a flexible schedule and the ability to work both remotely and within a shared office space at our Edgewood location.

### Essential Duties:

- Update and promote CCM brand throughout all work
- Coordinate, create and publish original content for our social media channels
- Manage website
- Evaluate marketing initiatives and identify changes needed to improve the library presence
- Consult with library staff to develop promotional plans for programs, events, fundraising campaigns, services and messages
- Create monthly email and print newsletters
- Submit press releases to community partner publications
- Occasionally attends library events to take photos etc for social media channels

### Position Requirements:

- Bachelors degree with major coursework in English journalism, communications, public relations or related field **OR** demonstrated public relations and marketing experience
- Passion for public libraries
- Excellent written and oral communications skills
- Ability to establish and maintain effective working relationships with staff, volunteers and public
- PA State Criminal Background Check / PA Child Abuse Clearance / FBI Criminal Records Check
- Must be able to travel occasionally within Allegheny County to represent CCM

### About the Organization:

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CCM provides PTO and retirement benefits to all employees. Hourly pay rate for this position is 13.00 - 15.00 dollars an hour.

### How to Apply:

Please send you resume, cover letter, and a sample of your work to Erin Pierce at [piercee@einetwork.net](mailto:piercee@einetwork.net) no later than Monday May 24<sup>th</sup>.