



Marketing & Communications Coordinator (contract)

6-9 month contract (starting May 2017)

35 hours per week

Under the direction of the Manager, Community Collaboration, the Marketing & Communications Coordinator (MCC) will create and successfully implement the Library's print and digital marketing strategy to engage customers, enhance APL's profile and manage social media platforms. The MCC will actively participate in planning, coordinating and executing events and initiatives and work collaboratively with staff from across the organization and the community providing design expertise consistent with our brand and visual standards.

Key qualifications for the successful applicant:

- Strong organizational, problem-solving, communication and time management skills
- Advanced technical proficiency including sound knowledge of MS Office software, digital media platforms, Adobe Creative Suite, photography and video editing software
- Experience in digital marketing platforms and content management systems/tools
- Demonstrated design skills in creating graphics, posters, brochures and advertisements for print, web and social media
- Work-related experience in event planning and media relations
- Proficiency in creating and managing strategic social media strategies
- Excellent writing skills on multiple platforms including press releases, articles and web copy
- Degree or diploma in digital media, marketing, communications, journalism or related field that is complemented by at least 2 years progressive experience in a marketing environment
- Public library experience is an asset

A valid "Class G" driver's licence in good standing and use of an automobile for corporate business is required. You are able to accommodate a flexible schedule, working evenings and weekends as required. Successful applicants will be required to provide a Police Criminal Record Check that is satisfactory to the Library prior to their start date.

To apply, qualified candidates are asked to please email a resume and cover letter (Word DOC) in confidence before 12 p.m. on March 24, 2017 to:

Aurora Public Library, Human Resources
jobs@library.aurora.on.ca

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email jobs@library.aurora.on.ca of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.