



Spanish Communications Coordinator

(Part-Time/25 hours/week) – Santori

Do you look forward to using your writing skills to market the library's programs, services, and collections to the incredibly diverse residents of Aurora, IL? Can you use various multimedia platforms to tell a compelling story while maintaining brand standards? Do you like to have fun at work? If so, the Communications Coordinator role at APLD may be just what you are looking for!

Reporting to the Director of Communications, you will participate on various internal committees and support our communications strategy. You will work with people at all levels to promote library events and programs. All while keeping the library's vision and strategic plan at the forefront of all communication efforts.

Key Responsibilities:

- Write press releases, print columns and emails
- Create multi-media marketing pieces
- Maintain social media platforms
- Develop and maintain website
- Create marketing content in both English and Spanish

Minimum Qualifications:

- Bachelor's degree in marketing, journalism, English or relevant experience
- Written and verbal Spanish language skills required
- Outstanding communication skills
- Advanced computer design skills
- Proven multimedia skills
- Excellent customer service skills (internal and external)
- Ability to manage and prioritize tasks
- Detail oriented
- Ability to adapt to changing priorities

Benefits:

Hourly rate starts at \$22.00

Paid vacation, holiday, personal and sick days

IMRF and 457 retirement plan

Flexible work schedule with some nights and weekends

To apply:

If this sounds like the role for you, please send your application, resume and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf

About APLD:

Our [strategic plan](#) includes Advancing through Equity, Achieving School Success, Restoring Aurora and Welcoming New Americans. We're dedicated to providing excellent customer service in a diverse urban area. Our 97,000-square foot main library which opened in 2015 includes a makerspace and a media production lab. We also have two branches and a bookmobile. We serve six school districts in four counties, and our bookmobile provides library services to students in East Aurora School District 131.

Posting Dates: March 19, 2024 - March 29, 2024

Aurora Public Library District is an Equal Employment Opportunity Employer