



NOTICE OF JOB OPENING

Communications Specialist

Full-Time (40 hrs/wk) - Located at the Administrative Offices.

FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; gender identity; sexual orientation; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth, or related medical conditions; or any other legally protected category.

Overview: The Communications Specialist provides marketing support to the Communications Manager and the Public Services Department, including system-wide programming, digital media, and promotions. Provides general support of Library Board activities.

Hourly Pay: \$22.82 (Non-Exempt)

Benefits: Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days), Teachers Retirement System of GA; Free Life (2x Pay), Short-Term Disability Insurance, and Long-Term Disability Insurance; *Optional:* Health, Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.

Schedule: Full-time, 40 hours per week. Schedule includes weekday, daytime hours (Monday – Friday). Occasional evenings for Library Board meetings.

Responsibilities:

- Provides support and assistance to the Communications Manager, Programming Manager, and other Public Services staff in executing the library system's communications operations.
- Supports the library's social media presence.
- Creates, updates, and distributes a variety of documents, spreadsheets, and reports; drafts correspondence and edits correspondence and other communications.
- Collects and analyzes statistics for use in reports and promotional materials.
- Takes and organizes digital photographs.
- Oversees contributions to the Staff Blog.
- Plans meetings and events as assigned.
- Works with Programming Manager to create weekly communications to promote programming.
- Maintains and monitors department calendars.
- Conducts errands when needed.
- Supports Library Board Activities Prepares and maintains Board documentation, prepares and distributes Board reports. Ensure compliance with the Georgia Open Meeting Act including posting documentation for public review. Attends Board meetings and takes notes.

Requirements:

Minimum:

- HS Diploma/GED
- Combination of education and experience that provides strong marketing and business writing skills.
- Strong business writing skills, with emphasis on accuracy, thoroughness, attention to detail, research, and proper use of grammar, spelling, and formatting.
- Strong technology skills, with proficiency in Google Workspace, Canva, and Microsoft Office.
- Excellent customer service, interpersonal, and verbal communication skills.
- Ability to handle confidential, sensitive situations in tactful, professional manner.

Preferred:

- Bachelor's Degree in related field.
- Marketing experience in a public library or providing marketing support in the public sector, or for a governing body.

To Apply: Submit Cover Letter, Resume, and FCPL Application (available at www.ForsythPL.org/employment) by email to Fcpl-Jobs@ForsythPL.org or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonega St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: 05/20/2025**

Physical Demands: This position requires long periods of sitting at a desk while working at a personal computer and completing paperwork. It also requires intermittent periods of standing, bending, stooping, and filing in lateral and vertical file cabinets (which involves pulling, pushing, and reaching motions). The incumbent regularly works at a computer and uses standard office equipment, requiring a high degree of manual dexterity and repetitive hand movement. Work also involves regularly lifting light objects (e.g., reams of paper, shipments of office supplies) and occasionally lifting heavier objects (e.g., boxes paper) Work requires ability to see information in print and/or electronic form.

All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.