

Web and Social Media Associate (Part-Time)

Join the team at the Westport, CT Library as we evolve to meet the changing needs of our dynamic community. The Library, which is in the midst of an exciting transformation that will take the Library into the 21st Century and beyond, is a welcoming community hub that reflects Westport's spirit, creativity and entrepreneurship

We are seeking a creative and energetic professional with exceptional social media, written communication and interpersonal skills to work with the Marketing & Communications team and other Library departments to develop and implement an annual and monthly social media and web strategy to advance and expand the Library's digital footprint, engage our community and create and track impact.

The selected candidate will be responsible for helping define and achieve social media objectives by developing and publishing engaging, high-impact content, and for monitoring, tagging, analyzing and engaging in social media conversations. He/she will track monthly metrics on web and social media engagement with the goal of determining and informing the evolving digital strategy.

Proficiency with social media platforms, particularly Facebook, Twitter and Instagram are required as are photography and photo editing skills. Digital asset management experience and video editing skills are a plus. Must have CMS skills using platforms like WordPress, Squarespace and Drupal and strong command of best practices with respect to SEO, digital marketing. Graphic design skills on platforms with PhotoShop, InDesign and Illustrator a must. A portfolio of design, writing and creative samples requested.

Bachelor's Degree and 3-5 years marketing and communications experience required. Not-profit experience is desirable.

Schedule: Variable, up to 19 hours per week, depending on departmental needs.

Please apply on-line to jobs@westportlibrary.org and put the title of the position in the subject line of your e-mail.