

PUBLIC RELATIONS ADMINISTRATIVE ASSISTANT
Part time position available at Main

Class: LS
Status: Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of Public Relations Administrative Assistant. Under the general direction of the Public Relations Director, the Public Relations Administrative Assistant supports the PR team by coordinating media communications, maintaining press materials, managing schedules, and ensuring the smooth execution of campaigns and events. The Public Relations Administrative Assistant interacts extensively with the public and other staff members. This position will work 20 hours per week which includes weekday hours.

As a Public Relations Administrative Assistant, a typical day may include the following...

- ✓ Provide day-to-day administrative support to the PR team
- ✓ Track and coordinate data and generating reports as needed
- ✓ Assist in planning and executing PR events at all BCPL locations and various sites within the county
- ✓ Answer questions, in person and by telephone, regarding vendor quotes, library programs and services
- ✓ Maintain PR calendars, schedules and internal communications
- ✓ Manage and maintain media contacts and calendars for all media outlets
- ✓ Monitor media coverage and compile press reports and analytics
- ✓ Process and reconcile invoices, manage budgets and maintain vendor records
- ✓ Support social media and digital communication initiatives as needed
- ✓ Ensure brand materials and messaging remain consistent and professional
- ✓ Perform related duties as assigned

This job maybe a good fit for you if you have...

Two years post-secondary education in Public Relations, Communications, Marketing, Journalism, or related field (or equivalent experience), 1–2 years of administrative or communications experience preferred

OR

Combinations of related education and experience will be considered

SKILLS and ABILITIES

Ability to deal tactfully and effectively with the public and with other staff members

Local travel within Boone County (mileage reimbursed per BCPL policy)

Ability to work under general supervision

Strong written and verbal communication skills

Proficiency in Microsoft Office and Google Workspace

Familiarity with media monitoring tools and PR software is a plus

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Excellent organizational and time-management skills
Professional communication
Initiative and problem-solving
Collaborative team support
Strong attention to detail and ability to multitask

PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]
Reaching, bending, kneeling and crouching to retrieve and replace library materials, to pack and unpack boxes
Movement throughout the facility locating/retrieving materials and assisting users
Handling and manipulating library materials for 4-8 hour shifts
Manipulating cards, forms, other materials used in PR, etc.
Operating computer and office equipment
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

What we have to offer...

\$14.00 per hour, 20 hours per week plus a great working culture and flexibility.
Also offering Dental and Vision coverage at no cost to the employee.

If you have what we're looking for in this position, send cover letter, job application and resume to:

Human Resources Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410

Position will remain open until filled.