



**Visual Marketing Assistant
Permanent Part-Time
Prince George Public Library
www.pgpl.ca**

Under the direction of the Manager of Communications & Engagement, the Visual Marketing Assistant provides promotions and graphic design expertise for the Prince George Public Library. This position helps to expand the Library's reach and maximize the Library's ability to understand and respond to the distinct needs and interests of patrons of all ages, particularly those from historically marginalized populations like BIPOC, 2SLGBTQIA+, immigrants, and those facing accessibility barriers. This position involves working with staff, management, and the board on marketing of the library through public communications, promotions design, website development and maintenance, and a variety of special events and fundraising projects.

This position offers approximately 20-30 hours per week, usually Monday to Friday, but with the occasional need to work evenings or weekends.

The successful candidate will have:

- Two years minimum post-secondary training in graphic design, with detailed knowledge of the Adobe CS5 programs suite and Microsoft Office programs (Word, Publisher, Excel). Familiarity with Drupal and/or Canva would be an asset.
- 1-2 years professional experience in marketing.
- Advanced English skills for effective editing and proofreading.
- Excellent verbal communication and interpersonal skills.
- Familiarity with video editing and Adobe Premiere Rush would be an asset.
- Ability to work with a variety of staff, management, and community groups.
- Ability to quickly design and prepare promotional materials for print and online that supports the library's image.
- Good working knowledge of database management.
- Ability to set priorities and meet deadlines.
- Good working knowledge of marketing and fundraising methods and procedures.
- Ability to work in a creative manner, to look for alternative solutions to problems, and to organize work and service effectively.
- Class 5 drivers license

This position offers a competitive wage of \$27.35/hour and benefits package.

Bob Harkins Branch

888 Canada Games Way, Prince George, BC.
V2L 5T6 (250) 563-9251

Nechako Branch

6547 Hart Highway, Prince George, BC.
V2K 3A4 (250) 563-9251



Please submit a detailed résumé with a cover letter indicating how you meet the qualifications of this position by 5:00 PM on Wednesday, September 9 to:

Human Resources
Prince George Public Library
888 Canada Games Way
Prince George BC, V2L 5T6
Or hr@pgpl.ca

Applications are to be marked "Private and Confidential". We thank all applicants for their interest.

Your application must be true and correct. Disqualification or termination of employment will result if there are any misstatements, omissions of material facts in the application or hiring process.

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