


Position:	Coordinator of Public Relations
Library/City	Headquarters / CMRLS Administrative Offices / Brandon, MS
Date Posted	
Date Expires	Open Until Filled
Date Available	The position will be available after May 31, 2021. Applications will be taken until the position 
Responsibilities	<p>Central MS Regional Library System has an opening for a Coordinator of Public Relations to fill a full-time (40 hours/weekly) position at the CMRLS Administrative Offices in Brandon, MS.</p> <p>The Coordinator of Public Relations provides administrative support to the department and branches to ensure effective, efficient, and productive workflow. Oversees the daily activities of the Public Information Office to ensure effective system-wide marketing of library services and activities. Participates in the planning of programs, policies, or objectives for the library system.</p>
Requirements	<p>A Bachelor's degree in Communications, Journalism, Public Relations, or related field; working knowledge of desktop publishing and publication layout is preferred.</p> <p>Associates Degree or equivalent is required. At least two (2) years of related job experience. Work experience in libraries is preferred.</p> <p>Excellent computer and typing skills, 50 WPM. CMRLS is looking for a candidate who can interact and deal effectively with the public, Library Board, other employees, and public officials.</p> <p>The successful candidate will also possess strong organizational and communication skills and be able to lift 30-40 lbs.</p>
Salary & Benefits	The starting salary is \$25,000.00.
Contact	<p>CMRLS will hire from within the system if the candidate meets the job requirements. Please send internal applications to Mara V. Polk, Director, at Headquarters Office of Central Mississippi Regional Library System at 601-825-0100, ext. 101 or email <a href="mailto:mara@cmrls.lib.ms.us">mara@cmrls.lib.ms.us</a></p> <p>Applications are available at any of our libraries located in Rankin, Scott, Simpson, and Smith counties. Applications may be found at the bottom of this page and emailed to <a href="mailto:mara@cmrls.lib.ms.us">mara@cmrls.lib.ms.us</a>.</p> <p>The position will be available after May 31, 2021. Applications will be taken until the position is filled.</p>

Location (Library or institution name)

Headquarters / CMRLS Administrative Offices / Brandon, MS

Place/Environment