



Position Opening

Administrative & Publicity Assistant

Date Posted: March 28, 2025

Application Deadline: April 25, 2025

The Holmes County District Public Library is seeking applicants for the position of Administrative & Publicity Assistant. This is a full-time position working 37.5 hours per week. Hourly rate is \$11.51 - \$17.26 depending on experience and qualifications. Benefits include paid vacation, sick, personal, and holiday leave; health insurance; life insurance; and participation in the Ohio Public Employees Retirement System.

Qualifications:

- High school diploma or equivalent required
- Strong typing and computer skills
- Experience and/or demonstrated ability in preparing visually appealing posters and newsletters
- Highly organized and detail-oriented

Primary duties:

- Performs a wide range of secretarial functions to support all departments
- Inventories and orders supplies
- Coordinates use of the meeting room(s)
- Updates and maintains forms on the organization's intranet
- Provides publicity services including: newsletter preparation, promotional signs, content creation for library's Facebook page, website, and digital displays

Employment application and full job description are available at www.holmeslibrary.org/about/employment, Central Library, or East Branch. Return to: Holmes County District Public Library, ATTN: Director, 3102 Glen Drive, Millersburg, OH 44654. Applications received by Friday, April 25th will be given first consideration.