



# Job Posting Request Form

## Company Name

Pontiac Public Library

## Position Title

Library Asst. Bilingual/Outreach

## Job Description

- Assist Librarians in promotion and implementation of library programs.
  - Translate promotional material from English to Spanish
  - Update Spanish Pontiac Public Library Facebook page
  - Assist at curbside, reference desks and computer labs
  - Assist in shelving materials, weeding projects and shifting the collection
  - Creating displays to promote literacy and library programming
  - Taking photos and video footage of library programs
  - Updating the library social media pages (adding content & promoting programs & services)
  - Speaking in the Pontiac Community.
- Urban library setting. COVID equipment will be supplied.

## Contact Name

Devan Green

## Contact Phone Number

(248) 758-3942

## Contact Email

pont@tln.lib.mi.us

## What type of job is this?

Part Time

## Position Opening Date

Wednesday, October 7, 2020

## Compensation

\$10-12/hour

**PDF attachment of job details**

