

Communications Manager (full-time): Hartford Public Library seeks creative and flexible individual for cohesive, branded communications for Hartford Public Library. The communications manager is also responsible for strategy, organization and optimal use of volunteers. Responsibilities include external communications including but not limited to press releases, social media, press inquiries, e-newsletters, and assisting the chief development officer with the annual report and development appeals. This position also assists with internal communications strategy and delivery and with development special events. There are no direct supervisory requirements although managing communications delivery methods requires evidence of successful project management experience.

Minimum requirements:

- Previous experience (3-5 years) in communications and volunteer development required.
- Bachelor's degree required.
- Previous Library experience highly desirable.
- Demonstrated ability to manage communications to successful outcomes for one or more organizations.

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. A completed signed application must be received in order to be considered for this position. **Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**