

# Now Hiring: Community Website Coordinator

## Part-Time · \$20/hour · Flexible Schedule

The **Mahomet Public Library** is seeking a motivated, detail-driven individual to help bring an exciting new project to life: the creation and management of a comprehensive **community website** for the residents of Mahomet, a growing midsized town in Central Illinois.

As the **Community Website Coordinator**, you will lead the charge in shaping a dynamic digital hub for local residents. Your key responsibilities will include:

- Assisting in the **design and launch** of the new community website
- Managing a **comprehensive online community calendar**
- Researching and maintaining a detailed list of **local resources**
- Writing **2–3 engaging news-style articles per week** covering local events and topics of interest

We're looking for someone who is:

- ✓ Highly organized (maybe even obsessively so)
- ✓ A self-starter who thrives with minimal supervision
- ✓ An excellent writer and researcher
- ✓ Tech-savvy and comfortable learning new tools
- ✓ Comfortable reaching out to community members in-person, over the phone, and online

### Qualifications:

- Associate's degree or better in communications, journalism, or a related field preferred but not required. (Students studying in one of these fields are welcome to apply)
- Demonstrated organizational and **project management** skills
- Strong **written communication** and **interpersonal** skills
- Ability to manage and maintain a modern website (with limited technical support)

### Job Details:

- **Part-time**, 20 hours/week
- **\$20/hour**
- Flexible schedule, with some **remote work** possible
- Position is open until filled; **review of applicants begins August 4**

To apply, please submit your **resume** and a **cover letter** explaining your qualifications and your interest in the role to [jobs@mahometpubliclibrary.org](mailto:jobs@mahometpubliclibrary.org).