

# Now Hiring: Everything Mahomet 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 nurturing and management of a comprehensive **community website** for the residents of Mahomet, a growing mid-sized town in Central Illinois. EverythingMahomet.com was launched in January of 2026 and is already actively informing the community.

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

- Assisting in the **design and growth of content** on the new community website
- Managing a **comprehensive online community calendar**. This will entail consistency and perseverance in researching and soliciting content from local organizations.
- 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, willing to collaborate on style and content
- ✓ 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, English 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.
- Demonstrated ability to write fun, informative and engaging content
- Ability to manage and maintain a modern website built on the Wix platform
- Perseverance and strong accountability
- Knowledge of the Mahomet area is preferred

### Job Details:

- **Part-time**, 20 hours/week
- **\$20/hour**

- Flexible schedule, with some **remote work** possible
- Coordinator reports to and meets weekly with the Library Director to discuss content and strategy and serves as a member of a committee which oversees the project.
- Position is open until filled; consideration of applications begins immediately. Apply by March 16<sup>th</sup> for best consideration. 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).