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JOB POSTING

**Graphic and Publication Specialist**

Full-Time 40 hours/week

Rocky River Public Library, located in the western Cleveland, Ohio suburb of Rocky River, seeks a full-time Graphic and Publications Specialist to provide graphic and publications support for the Visual Communications Manager.

The successful candidate will have an adaptive design eye, an ability to manage projects with exemplary attention to detail and possess effective oral and written communication skills with strong internal and external customer service abilities. Applicants should be proficient in InDesign, Photoshop, Illustrator, and MS Office.

Under general supervision, responsible for assisting with the composition, preparation, and layout of quarterly newsletters and multiple other promotional items. Will provide outstanding proofreading skills, take digital photographs, work with outside vendors, and assist with the coordination and implementation of marketing, public relations, and development strategies to promote the Library.

Associate degree or equivalent knowledge and experience and/or training in graphics and publications/print production. One to three years of experience in graphic design, including preparation of materials for production.

Salary will be commensurate with experience up to \$24.00 per hour. Generous vacation and sick time are offered with position, as well as medical and ancillary benefits, in addition to professional development.

Submit to Rocky River Public Library: A cover letter, and resume, (e-mail preferred) to:

[jobs@rrpl.org](mailto:jobs@rrpl.org)

Sherry Shuster, HR Generalist  
Rocky River Public Library  
1600 Hampton Road  
Rocky River, OH 44116

DEADLINE: OPEN UNTIL FILLED

No phone calls please.

RRPL is an EEO