



Monroe County  
Historical Association

900 Main Street ☞ Stroudsburg, PA 18360 ☞ 570-421-7703 ☞ [admin@monroehistorical.org](mailto:admin@monroehistorical.org)

## **Job Opening: Part-time Research Librarian/Social Media Coordinator, Monroe County Historical Association**

The Monroe County Historical Association is a 501(c)3 non-profit organization dedicated to promoting, protecting, and preserving the history of Monroe County, Pennsylvania. Housed in the historic 1795 Stroud Mansion in Stroudsburg, PA, the organization utilizes a small and dedicated staff and many volunteers to carry out the organization's mission. The organization, founded in 1921, maintains a local genealogy and research library and a history museum.

The Monroe County Historical Association is seeking a motivated and creative team member to fill the position of Research Librarian/Social Media Coordinator. The successful candidate will help maintain the valuable local history library collection while promoting the organization through social media sites. This position offers approximately eighteen (18) hours per week. The Research Librarian/Social Media Coordinator is an integral part of the museum's team and this position will be filled by a person who can expect to be fully engaged in helping to preserve Monroe County's history.

### Essential Library Functions

- Greets and assists patrons with genealogical and local history research via in-person or mailed requests.
- Maintains and organizes library records, books, archives, and images.
- Manages phone, email, social media, face-to-face communications, and/or any other applicable mode of communication politely, effectively, and efficiently.
- Utilizes applicable software programs pertinent to the organization for the creation of letters, forms, databases, spreadsheets, brochures, flyers, purchase orders, reports, and any other documents as needed.
- Ability to read cursive handwriting.

### Essential Social Media Functions

- Creates engaging and dynamic text, image, and video content to connect with audiences to help increase attendance, brand awareness, and sales.
- Proactively promotes information about the museum and library's collections, special exhibitions, events, workshops, and public programs.
- Must be tech-savvy with multiple social media platforms.
- Discovers, sources, and executes content that is timely and relevant to audiences.
- Works with staff to ensure content is accurate.

### Other Duties and Responsibilities

- Available to work a varied schedule to include some weekends, evenings, and special events.
- Operates office equipment including, but not limited to, photocopier, microfilm machine, fax machine, cash register, and communication systems.
- Assists with the planning, development, and execution of special events, workshops, projects, etc.
- Serves on committees as assigned.

- Handles general maintenance of the gift shop items, including selling gift shop goods to customers.
- Conducts guided tours of the museum as needed.
- Performs the work described herein without posing a direct threat to the health or safety of himself/herself and/or others.
- Performs other duties and related tasks as assigned by the supervisor.

#### Qualifications

- Has a Bachelor's or Associate's degree in Library Science, History, Communication, or related field.
- Displays excellent skills in such areas as reading, writing, grammar, spelling, punctuation, and arithmetic that are sufficient to carry out assigned functions.
- Possesses necessary technology-related knowledge and individual computer skills.
- Possesses effective communication, judgment, planning, organizational, problem-solving, and human relations skills.
- Must be dependable, punctual, flexible, and able to manage time appropriately.
- Must possess adequate interpersonal skills, including the ability to work with colleagues, the public, the Board of Directors, donors, volunteers, and interns.
- Must maintain a professional demeanor and image.
- Demonstrates the ability to work independently and/or with a team.
- Possesses enthusiasm for library and museum work, fundraising, and non-profit organizations.

#### Physical Requirements

- Must be able to remain in a standing or sitting position for prolonged periods of time.
- Must be able to move about the work area to access materials, filing cabinets, office machinery, etc.
- Must be able to withstand changes in environmental conditions inside and outside of the work facility and to adapt to these changes.
- Must be able to access all work areas and locations.
- Must be able to lift as required.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties as directed by their supervisor(s).

#### Terms of Employment

Hourly wages at \$12.00 per hour. After the successful completion of a 3-month probationary period, the rate increases to \$14.00 per hour. Only candidates selected for an interview will be contacted. Please, no phone calls or e-mail inquiries. The Monroe County Historical Association is an Equal Opportunity Employer (EOE.)

Please submit a cover letter, resume, and a list of three (3) references to Amy Leiser, Executive Director, Monroe County Historical Association, 900 Main Street, Stroudsburg, PA 18360 or [director@monroehistorical.org](mailto:director@monroehistorical.org) by **Friday, October 18, 2019.**