

# NOW HIRING



**YOLO COUNTY  
LIBRARY**

We connect people and ideas

## **Program Support Assistant**

**Position Assignment:** Library Assistant I/II

Yolo County Library is seeking an extra-help, Program Support Assistant to bring visibility and brand recognition to library programs and services. This position will assist with the library website and social media, provide flyers, brochures, bookmarks, graphics design, and other publicity related support.

This temporary, non-benefited, limited-term position works with Central Services staff to prioritize publicity requests and to do the production. The position will coordinate with multiple staff to ensure that Yolo County branch libraries have graphic design and production support for programs and services at the branch-level and system-wide.

### **Job Description**

- Assists in library programs and presentations;
- Follows Yolo County Library established Style guidelines;
- Modifies existing publicity materials with updated information and graphics;
- Prepares new publicity materials;
- Communicates with staff in a timely and responsible manner;
- Organizes drafts and final copies of materials according to Yolo County Library guidelines;
- Reports on progress and reports any project delays;
- Assists staff in copying, cutting, folding and compiling publicity and program materials;
- Formats publicity materials into different sizes and file types, as directed;
- Performs other related duties as assigned.

**This position is open until filled. For best consideration, please apply by November 15, 2019**

Apply by submitting resume and cover letter by

email to: [elizabeth.gray@yolocounty.org](mailto:elizabeth.gray@yolocounty.org)

or hand deliver your application in a sealed envelope to a

Yolo County Library branch with Attn: Elizabeth Gray on the envelope.

*This is an extra-help position that is limited to working 1,000 hours per fiscal year.  
Extra help positions do not receive benefits that accrue to regular County employees.  
Must have graduated high school or have a G.E.D. certificate.*

[www.yolocountylibrary.org](http://www.yolocountylibrary.org)