

Marketing Coordinator Permanent, Full Time



Are you a creative professional who understands the unique role libraries play in serving diverse community demographics? We are seeking a talented and versatile coordinator to join our team. This role is primarily focused on graphic design and communications, tasked with maintaining our strong brand identity across all visual assets. Additionally, for the right candidate, this position offers the exciting opportunity to contribute to library programming and collection development.

We are looking for a leader who can collaborate effectively with internal and external stakeholders and help us continue our tradition of excellence in community engagement.

Employment Terms

This is a permanent, 37.5 hrs/week position with benefits.

This position involves working primarily during weekdays, with occasional evenings and weekends for meetings and events.

The pay starts at \$32.63 per hour paid on a biweekly basis.

Start date: August 31, 2026.

Reports to: Library Director

Key Responsibilities

Marketing & Graphic Design:

- Maintain our established brand and visual identity by creating high-quality program guides, brochures, posters, and other assets.
- Design and execute social media content that adheres to our existing style and feel, while reporting on monthly engagement statistics.
- Provide graphic design support for programs, events, resources, and services.
- Lead the internal newsletter and assist the Library Director with impactful presentations and reports aligned with our Plan of Service goals.

Library Services (Programming & Collection):

- Contribute to library collection development through curated selections and ongoing assessment.
- Plan, coordinate, and deliver engaging library programs for various community demographics.
- Stay informed about emerging trends in library services and marketing to enhance our outreach efforts.

Leadership & Collaboration:

- Lead select community projects and events, managing internal stakeholders and external partners.
- Foster positive relationships with community members, local media, and internal team members.
- Monitor and respond to patron inquiries via social media.

Minimum Qualifications

- Masters Degree in Library and Information Studies (MLIS) or an equivalent combination of relevant education and experience.
- Two years of related library experience.
- Strong foundation in graphic design principles and digital content creation.
- A deep understanding of library values, including the necessity of serving all demographics through a multitude of services.
- Degree or diploma in Marketing or a related field is highly desirable.

Required Experience, Knowledge and Skills

- Proven ability to maintain and apply a consistent organizational brand style in design.
- Comfortable creating attractive, branded designs in Canva.
- Comfortable maintaining and updating Wordpress webpages.
- Exceptional communication, leadership, and project management skills, with the ability to manage multiple priorities simultaneously.
- Proficiency with digital content creation (e.g., publication layout, photography, image editing, video creation/editing, and knowledge of copyright regulations).
- Ability to work in a collaborative, fast-paced environment.

Application Deadline: 9:00 AM on Friday, July 31, 2026.

Interested applicants must submit a PDF or Word resume with your first and last name in the title. In lieu of a cover letter, provide a paragraph of 300 words maximum describing why you feel you are suited for this position, specifically highlighting your experience with libraries, design, and your approach to community engagement. Shortlisted candidates will be asked to complete a short pre-interview assignment.

Please submit applications by e-mail to careers@fspl.ca

Thank you for your interest. We will only contact candidates selected for interviews.

Collection and uses of personal information: Personal information is being collected to determine your qualifications and suitability for employment with Fort Saskatchewan Public Library, as authorized and managed in accordance with section 4 of the Protection of Privacy Act (POPA). If you have any questions about this notice of collection, please contact our Privacy Officer at privacy@fspl.ca