

NORWELD

Communications and Outreach Coordinator (Part-Time)

Location: Bowling Green, OH (In-person)

Pay: \$19.00–\$22.00 per hour (commensurate with experience)

Schedule: Primarily Day Shift; Tuesday through Friday

About NORWELD

The Northwest Regional Library System (NORWELD) supports public libraries across Northwest Ohio through resource sharing, professional development, and access to innovative tools and technologies. Our small but dynamic team works collaboratively to strengthen libraries and their communities.

Position Overview

Are you a creative communicator who believes in the power of libraries? NORWELD is seeking a Communications and Outreach Coordinator to help strengthen member engagement, promote shared resources, and support the work of libraries across Northwest Ohio.

This part-time position combines outreach, marketing, and technology support — perfect for someone who enjoys connecting people with programs, tools, and opportunities that make a difference.

Key Responsibilities

- Develop and manage NORWELD's Kits & Equipment Lending Program (including 3D printers, VR sets, coding tools, and early literacy kits).
- Design and implement marketing and outreach plans for NORWELD's services and programs.
- Maintain consistent branding across digital, print, and social media channels.
- Collaborate with member libraries to share stories, resources, and best practices.
- Update and edit NORWELD's website and assist with community platform moderation.
- Research and recommend new software and technologies to enhance library innovation.

Qualifications

- Associate's degree in Marketing, Communications, Library Science, or a related field (or equivalent experience).
- 2–5 years of experience in marketing, outreach, or community engagement preferred.
- Familiarity with libraries or nonprofit organizations a plus.
- Strong writing, design, and organizational skills.
- Proficiency with Microsoft Office, Google Drive, Canva, and social media tools.
- Valid driver's license and ability to travel within Northwest Ohio.
- Candidates with nontraditional career paths or transferable skills are strongly encouraged to apply.

Compensation & Benefits

- Pay: \$19–\$22/hour (commensurate with experience)
- Benefits: Paid time off and OPERS retirement plan
- Schedule: Day shift; may occasionally include evenings or weekends for special events

Equal Opportunity Statement

NORWELD is an equal opportunity employer and values diversity, equity, and inclusion in all aspects of its work. Candidates with nontraditional career paths or transferable skills are encouraged to apply.

How to Apply

Please send cover letter, resume, and three professional references to contact@norweld.org. No phone calls please.