



# CITY OF LAKE OSWEGO

## EMPLOYMENT OPPORTUNITY

### COMMUNICATIONS AND PUBLIC RELATIONS COORDINATOR LAKE OSWEGO PUBLIC LIBRARY

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**The Position:** The City of Lake Oswego announces an excellent and unique opportunity in the Lake Oswego Public Library. The Lake Oswego Public Library endeavors to create a supportive, meaningful, and enriching environment for all members of society to seek free and equal access to information, and to learn and connect through the library's collections, services and events

This is a full-time, 40 hour per week position represented by the Lake Oswego Municipal Employees' Association (LOMEA)/ American Federation of State, County and Municipal Employees (AFSCME). Under the supervisor of the Library Director, the Communications and Public Relations Coordinator will manage marketing, website and digital media, graphic design, public relations, grant writing, and overall communication planning for the Library.

Key responsibilities include but are not limited to:

1. Works with Library Director and Managers to establish overall priorities, goals, and objectives for communication and marketing strategies for the Library.
2. Leads the Library's internal marketing and social media committee, and serves as a resource to staff to ensure consistent brand identity.
3. Develops and implements the City's and the Library's communications strategy, including communicating plan to Library staff and ensuring plan is consistently carried out.
4. Creates public awareness of Library programs and initiatives by communicating and disseminating information through social media, webpage updates, videos, fact sheets, brochures, and other information materials.
5. Oversees the creation and distribution of written publications both in print and online, including but not limited to writing articles and newsletters, designing brochures and posters, preparing press releases and editing publications and presentations.
6. Manages and curates the Library's narrative and presence across Library publications and social media platforms developing engaging content and responding to inquiries.
7. Leads graphic design work and creates video and/or multimedia marketing pieces to promote the Library.
8. Serves as liaison and coordinates significant Library communications initiatives and projects in coordination with the citywide Communications Team to align with citywide strategies, policies, and practices.
9. Formulates the Library's communications policies, procedures, and annual action plans to meet the Library's and the City's strategic goals.
10. Serves as the Library's grant writing lead, including researching grant opportunities and using best practices to apply for grants that will support library programming and enhance the library's accessibility.

11. Works with Library Director and Managers to assess needs for grant funding opportunities, serves as the liaison between the granting agency and the Library, and manages grant reporting requirements.
12. Writes fundraising appeals and donor correspondence.
13. Advises Library staff on aspects of communications; prepares Library staff when requested to serve as a media spokesperson in coordination with the Public Information Office.
14. Writes and develops presentations, talking points and outlines for Director, Managers and key staff.
15. Supports internal communication efforts, ensuring staff are informed about key initiatives and messages.
16. Plans and prepares for public meetings; makes public presentations, provides support and/or facilitation at public meetings as needed.
17. Participates as a member of the City's Communication Team and the Library's Leadership Team.
18. Performs other duties of a similar nature or level.

**Education and Experience:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's Degree in Public Relations, Communications, Journalism, Marketing or a related field, and three years progressive work experience in communications, marketing or community relations administration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please review the complete job description at [www.ci.oswego.or.us/hr](http://www.ci.oswego.or.us/hr).

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Annual Pay range: \$77,087- \$98,221

Non-cash compensation includes medical, dental, vision, PERS employee pick up, and VEBA contribution.

**Bilingual Pay:** Employees who can speak and/or write a language listed in the top five (5) most common languages spoken in the Lake Oswego School District, may be eligible for three percent (3%) bilingual pay.

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**Application Process:** You may visit our web site at [www.ci.oswego.or.us/jobs](http://www.ci.oswego.or.us/jobs) to access the online application process. Resumes will not be accepted in lieu of a completed job application. The City application must be submitted to by:

**5:00 P.M. Friday, August 15, 2025**