



The Shorewood Public Library is seeking a customer-focused and creative librarian to join our team. The Virtual Engagement Librarian provides high quality reference service to all ages and is responsible for managing the library social media presence and webpage content. The ideal candidate is a team player, empathetic, self-motivated and willing to help without prompting.

This is a 32 hour per week position, requires evening and weekend shifts and reports to the Library Director. Pro-rated benefits include paid holidays and vacation, health and dental insurance and Wisconsin Retirement System enrollment. The pay range for this position is \$22.71 - \$29.04 per hour and the starting pay depends on experience and qualifications.

The Shorewood Public Library is a busy place, with an exceptional team focused on supporting an inclusive environment for patrons and staff. The library has strong community support and many consider the library the heart of the village. All five schools are in walking distance to the library and school-public library cooperation is a priority. The Village of Shorewood is an inner-ring suburb of Milwaukee, bordered by Lake Michigan and the Milwaukee River, and a short bike ride from downtown. The Library is a member of the Milwaukee County Federated Library System and serves all residents of the county.

#### Essential functions of the position

- Provides in-person, email and phone reference service every shift including serving as the Librarian In Charge some evenings and weekend days
- Selects and maintains a portion of the adult collection, which may include non-fiction, fiction and non-book materials, as well as the circulating periodicals and standing orders
- Manages library social media accounts including generating content and representing library values and mission online
- Serves as point person for webpage content, design, updates and trends
- Spends limited time creating and supporting programs and events of interest to the Shorewood community

#### Minimum requirements

- Master's degree in Library Science from an ALA accredited program

#### Additional desired experience

- One year of professional library experience
- Experience maintaining organizational social media account and website content
- One year of direct customer service work

#### To apply

Submit a cover letter, resume, two references, a Village of Shorewood job application and response to the written portion of the application to Angela Andre, [angela.andre@mcfls.org](mailto:angela.andre@mcfls.org) by 5:00pm CST on Friday, April 9, 2021. Application materials can be found at:

[https://www.shorewoodlibrary.org/discover/who-we-are/join\\_our\\_team.php](https://www.shorewoodlibrary.org/discover/who-we-are/join_our_team.php)

The Village of Shorewood is an equal opportunity employer