

OPEN POSITION

Full Time Programming/Editorial Assistant

We have an exciting opportunity for a detail oriented, motivated Programming/Editorial Assistant to join our talented Programming and Publicity department. The successful candidate, under the supervision of the Department Head, will write and edit library promotional/publicity materials including the Library's Newsletter and shall assist in development, coordination and supervision of adult programs.

Duties and Responsibilities include:

- Write and submit weekly Press Releases and features
- Proof and edit all promotional and publicity materials for the library including the Newsletter, Annual Report and flyers, posters, etc.
- Works with departments to meet submission deadlines
- Assists the Supervisor in the development, coordination and supervision of adult programs, art show, etc.
- Prepares, maintains and records details for programs
- Prepares program confirmations, correspondence, payment requests and PRFs (programs request forms)
- Prepare and submit Legal ads for Budget Hearing & Adoption, Bidding Notices, etc.
- Review and provide suggestions for weekly email blast
- Review Eventkeeper software for exclusions, errors, room schedule overlaps, etc.
- Prepare confirmation letters for presenters
- Assist patrons with program information and registrations
- Build and maintain relationships with press contacts
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- Knowledge of Photoshop and Microsoft Word
- Ability to pay attention to detail
- Excellent written and verbal communication skills
- Bachelor's Degree or equivalent journalism experience is required.

Schedule:

Full time – 35 hours/week, could include evenings meetings and Saturdays.
Sundays as needed.

Starting Salary Range:

The minimum starting salary is \$40,210.00 plus full benefit package commensurate with experience and qualifications. This is a Union Position.

Reply with resume, cover letter, and references by 6/27/2022:

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls Please. The Great Neck Library is an Equal Opportunity Employer.



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