

## OPEN POSITION



# Contingent Full Time Webmaster/Social Media Coordinator\*\*

The Great Neck Library is seeking a creative, energetic, detail oriented, Webmaster/Social Media Coordinator for a very active, culturally diverse, highly educated community. The successful candidate will develop and manage content for the library's website, digital displays, social media platforms as well as print materials. Excellent oral and written communication skills and the ability to organize, prioritize and time manage projects are a must.

*\*\*This position is currently a contingent permanent position, meaning that this position is left temporarily vacant by reason of a promotion. Full permanency of this position cannot be guaranteed. Should the permanent employee fail to complete the probationary period, such employee has the right to return to their previous position and displace the contingent employee.*

### Duties and Responsibilities include:

- Ability to make corrections and edits on web pages as necessary
- Maintains website content and ensures ease of navigation and efficiency of pages
- Ensures publicity is current, accurate, and accessible
- Creates, maintains, and posts social media and other publicity
- Creates and distributes weekly calendar
- Creates flyers, bookmarks, posters, etc. for Library programs and events
- Confers with supervisors, officials, and subject matter experts to establish and verify content information
- Creates reports on statistics as needed
- Prepares all program information for the newsletter including the October Board of Trustees Election, Library Budget information, and annual report
- Designs and creates the newsletter, sets the schedule with the printer, and sets deadlines for submissions
- Annually updates mailing lists including the Great Neck full district mailing list
- Handles all bulk mailings
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

### Qualifications & Experience Required:

- Working knowledge of WordPress and ability to train others
- Working knowledge of Social Media including but not limited to Facebook, Instagram, Twitter and TikTok
- Demonstrated experience in designing publicity and website management
- Master's Degree in related field (preferred)

### Schedule:

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

### Starting Salary Range:

The minimum starting salary is \$55,000 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](mailto:employment@greatnecklibrary.org)

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



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