OPEN POSITION—EXCITING OPPORTUNITY!

Webmaster/Social Media Coordinator—Full Time

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.

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 prolonged 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
- Bachelor’s Degree desired; Master’s Degree in related field (preferred)

Schedule:

Full time – 35 hours/week, includes days, nights and Saturdays. Sundays as needed

Starting Salary Range:

$55,000 - $75,000 plus full benefit package including NYS Retirement System.

This is a Union Position and is non-civil service.

We are a participating employer in the New York State & Local Retirement System.

The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.

Reply with resume, cover letter, completed GNL employment application (found here - https://greatnecklibrary.org/employment/) and references 2/29/2024

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.