

Niagara County Historical Society – The History Center of Niagara
Marketing & Social Media Coordinator

Division: Outwater Building, 215 Niagara Street, Lockport. New York
Position Title: Marketing & Social Media Coordinator
Education Required: Bachelor's Degree preferred
Primary Reporting Responsibility: Executive Director and Curator
Status: Part-Time

Overview: The staff of the Niagara County Historical Society achieves its goals through recruitment, training, and direction. We also work cooperatively with other organizations to accomplish our goals. Staff are hired with a job description and well defined reporting responsibilities, they are required to be flexible in both. Staff is sometimes asked to perform as part of a project team or task force, where their reporting responsibility and work requirements may be different from, while related to, their basic position description. Senior staff works to identify and nourish the unique strengths and interests each person brings with them to their position here.

Summary of Position: Seeking a well-organized individual with advanced computer skills. Have the ability to update all social media accounts, refresh the website, send out press information, create the newsletter, write and send e-blasts. Knowledge with website and video software. Must have experience using video equipment (camera, lights, and microphone) and editing software. Must be friendly, able to greet visitors and assist in the gift shop if needed. Must display good telephone and research skills. This is an 18-20 hour part-time position open to adults, it has flexible hours but must be a shift of six hours minimum per work day. It will require working in a shared office.

Contact information: Melissa Dunlap, Executive Director, 716-434-7433

Please send resume to melissa@niagarahistory.org
or to Melissa Dunlap,
Niagara County Historical Society
215 Niagara Street,
Lockport, New York 14094

We will be accepting applications for this position until December 15, 2021