Job Posting: Program Associate

Village Preservation seeks a highly organized and detail-oriented self-starter as part of our programming team. The position will report to and work primarily with the Director of Programming, while occasionally collaborating with other staff members.

Primary Responsibilities

- Assist with full-cycle event production for approximately 75 public programs annually (both in-person and Zoom) such as panel discussions, book talks, workshops, walking tours, etc., from research to post-production including:
  - Developing monthly program newsletter
  - Setting up event pages on our website
  - Coordinating social media promotion
  - In person event set up, including familiarity with A/V equipment
  - Corresponding with event speaker and attendees
  - Editing recordings of programs
  - Other tasks as needed
- Support Children’s Education and Continuing Education for real estate brokers’ programs
- Writing bi-weekly blog posts covering various topics
- Generate mailing lists for various communications projects (approximately five to six projects annually) and oversee physical deliveries of bi-annual newsletter
- Other administrative projects and tasks
- Familiarity with programs such as: Salesforce, Zoom Webinars, Google Workspace, Microsoft Office Suite, Wordpress, Adobe Creative Suite, Mailchimp, social media, Linvio, Canva, Airtable

Requirements:
Applicants must be able to juggle multiple tasks and maintain flexibility, have a bachelor’s degree, strong writing skills, ability to carry up to 25lbs up and down stairs, comfort and experience with public speaking, and knowledge of, and interest in, the history and architecture of New York City, especially Greenwich Village, the East Village, and NoHo.

This position is 40 hours/week, including occasional weekends and evenings.

Compensation package includes full medical benefits, vacation, etc. Salary range $50,000-$55,000.

Send resume, cover letter, and a writing sample to andrew@villagepreservation.org with “Program Associate” in the subject line.

Village Preservation is an equal opportunity employer.