

Digital Coordinator (Temporary, Part-Time)

The New York Genealogical and Biographical Society (NYG&B) seeks a detail-oriented and proactive Digital Content Coordinator to support the NYG&B's digital content and website operations. This temporary part-time position offers an exciting opportunity for a self-driven contributor passionate about historic preservation, publishing, and digital content. This is a contract engagement.

About the NYG&B

Founded in 1869, the NYG&B is the oldest and largest genealogical organization in the state of New York and actively works to preserve, record, and share the stories of New York families. The NYG&B serves thousands of members across the United States through its website, newyorkfamilyhistory.org, publications, and programs. The NYG&B is currently modernizing and migrating its digital platform to expand public access to New York's historical records and resources online.

Overview

The Digital Content Coordinator carries out a digital content and website activity plan outlined by the Director, Digital Services, supporting a core element of the NYG&B's mission: to preserve and make accessible New York's historical materials and family history resources.

This is a New York City-based part-time role of approximately 16 hours per week. Because the work includes reviewing and handling materials held at the NYG&B's office, part of the role is performed on-site in New York City. Expect roughly one day per week on-site (scheduled by mutual agreement) with the remainder of the contract performed remotely each week. The temporary role runs through January 31, 2027. Depending on organizational needs, extensions or other arrangements might be available. Applicants should be based in or near New York City and available for regular on-site work.

Specific Responsibilities:

- Make content edits and corrections within the NYG&B's content management system.
- Review website content (including articles, guides, records, and pages) for accuracy, formatting, and editorial quality.
- Responsibly use AI and other digital tools to support content and quality-assurance work.
- Test and review the NYG&B's new website (navigation, links, search, and display) and report issues.

- Provide on-site support for digital content and, potentially, digitization and scanning operations as the engagement grows.
- Other digital content–related tasks as needed.

Qualifications

- Strong attention to detail and organizational skills.
- Strong writing, editing, and proofreading skills.
- Comfort with web tools, technology, and the ability to learn new systems quickly.
- Ability to use AI tools, verifying outputs before relying on them, in an effective and responsible manner.
- Ability to work both independently and collaboratively.
- Excellent problem-solving and communication skills.
- Based in New York City and available for on-site work.
- Experience with web content, editing/proofreading, and design (preferred).
- Familiarity with a web content management system (preferred).
- Interest in genealogy, history, publishing, or digital media (recommended). Backgrounds in digital content, journalism, or educational publishing are especially welcome.

Compensation

\$30–35 hourly for approximately 16 hours per week. This is a temporary part-time position running through January 2027.

To apply, submit a resume and cover letter to adminaccounts@nygbs.org. Applications submitted without a cover letter will not be considered.

The NYG&B welcomes applications from people of all cultures, backgrounds, and experiences, and we value having a diverse team. Opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.