

Part-Time Program Coordinator

The New York Genealogical and Biographical Society (NYG&B) seeks a dedicated and proactive Part-Time Program Coordinator. This part-time position offers an exciting opportunity for a self-driven professional passionate about cultural programming and digital content.

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.

Position Overview

The Part-Time Program Coordinator supports the Manager, Programs and Events and other members of the NYG&B team in the delivery of in-person, remote, and hybrid events. This role provides support in logistics, speaker coordination, and event management, with communications tasks including writing program descriptions and video editing.

This in-person, part-time position requires the physical presence of the Coordinator in the NYG&B New York City office for up to 16 hours a week.

Key Responsibilities

- Manage speakers for the NYG&B “Preserving Your New York Story” Series.
- Serve as point person for specific online and in-person events.
- Lead post-production process for program videos: edit and prepare video files for upload following paid and free events.
- Draft speaker agreements and monitor deadlines.
- Coordinate with speakers to submit pre-recorded sessions and live events; facilitate Zoom recording sessions for pre-recorded presentations.
- Request and organize speaker handouts; PowerPoint presentations; and reference sheets.
- Assist with in-person program check-in, in-person attendee management, event Q&A, and remote attendee monitoring on Zoom.
- Coordinate with the Manager, Programs and Events to process speaker fees, honoraria, and invoices.
- Draft marketing copy and program descriptions for the NYG&B website with the Manager of Programs and Events—in collaboration with the Director of Communications.
- Assist the Manager of Programs and Events and NYG&B staff with program operations as needed.

Qualifications

- Organizational and project management skills with attention to detail.
- Ability to manage several projects simultaneously, meet deadlines, and ensure successful program delivery.
- Professional, calm, and solutions-oriented approach.
- Experience managing events, programs, or conferences with online and in-person components.
- Video editing skills with Adobe Creative Suite and Vimeo.
- Working knowledge of online meeting platforms and digital tools such as Zoom, Microsoft Office, Slack, and Trello.
- Strong written and verbal communication skills.
- Bachelor's degree.
- Interest in genealogy, archives, libraries, or cultural heritage organizations preferred but not required.

Compensation

- \$35 Hourly for a maximum of 16 hour per week.

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

This is an in-person, New York City based role. Applicants must be current residents of New York City and provide a New York City address as part of their application.

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.