



## **Position Opening – Contracted Program Assistants**

Posted 8/26/21 – Please apply by 9/16/21

Just Buffalo Literary Center is seeking contracted Program Assistants to help with readings, events, and creative writing workshops for youth, teachers and adults.

### Responsibilities:

- Work at and assist Just Buffalo Literary Center at readings, events, and creative writing workshops; help with educational outreach an option;
- Meet with Just Buffalo in advance to go through opening, closing, set-up and documentation procedures;
- For in person events: arrive early, open the site, greet people, attend event and/or remain on-site during event, close and secure site at conclusion;
- For virtual events: provide tech support to teaching artists during Zoom sessions;
- Document programs through attendee sign-in or count, photos, and/or post-event write-ups; and
- Draft occasional content for Just Buffalo’s blog, including event features and author & poet interviews.

Must be dependable, friendly, organized, capable, and able to commit to working 2 or more events per season (most often on Tues./Wed./Thurs. evenings or Sat./Sun. afternoons). Strong writing skills preferred. Passion for literary arts and prior experience with Just Buffalo a plus.

Schedule based on availability and interest, with orientation provided. Compensation as independent contractor at \$17/hour, payable by invoice.

Just Buffalo Literary Center is an equal opportunity employer that values diversity, practices inclusion, and works to advance equity. Read more about our Diversity, Equity, and Inclusion action plan on [our website](#).

Note: Just Buffalo continues to follow best practice guidelines for COVID safety. Please verify that you are COVID-vaccinated and willing to wear a mask for work on-site.

To apply, submit brief cover letter and resume by 9/16/21 using the subject line “Program Assistant - (NAME)” to: [submissions@justbuffalo.org](mailto:submissions@justbuffalo.org)