

**Position Announcement:
Part Time Library Assistant**

Join the Hauppauge Public Library team to help us let the community know about the events, services, and opportunities we have available. You'll use a variety of applications to create content for our newsletter, website, and social media.

Primary Responsibilities:

- Assists with content creation for the newsletter, website, and social media
- Assists librarians in their research
- Stays up-to-date on developments through participation in professional organizations, meetings, workshops, and continuing education opportunities
- Performs other tasks in accordance with their background and skills regarding library service principles, practices, and procedures

The ideal candidate should:

- Have excellent computer skills and an eagerness to learn Canva and other content creation tools
- Be motivated to create accessible and eye-catching content that promotes library resources and services
- Be detail oriented
- Have strong time management skills

Qualifications:

- Available 12-17 hours per week
- Bachelor's degree

Starting pay: \$24/hour, flexible hours

To be considered for this position, please email your resume and cover letter by Wednesday, September 16, 2026 to Christa Zaros, Head of Community Engagement, at czaros@hauppaugelibrary.org.



Hauppauge Public Library

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