

HELP WANTED

Technology Consultant

Job Description:

- One year (March 2017-Jan. 2018) part-time position, extremely flexible hours.
- \$15/hr., not to exceed 286 hours total (approx. 5.5 hours/wk.)
- Technology Consultant for project to develop a one-stop online community resource center.
- Design, develop and maintain the website of a one-stop resource center that will actively solicit input from individuals, businesses and organizations to promote area services, products and opportunities.

Job duties:

- Responsible for developing and maintaining/updating the website and other technological components.
- Confer with Outreach Coordinator and Public Relations Clerk to interface the sites with the current newsletter.
- Create and maintain a Facebook site in conjunction with the website.
- Train volunteers to maintain the site.
- Work with Outreach Coordinator to develop a database of businesses and contacts.
- Communicate and work with the library's Public Relations Clerk and Director.
- Conduct sessions at the library to illustrate how the website works and its benefits
- Develop an email contact group

Qualifications:

- Experience with website development and technology tools
- Self-motivated and pro-active
- Familiarity with the community to be served is ideal
- Ability to work well with others
- Strong communication skills
- Strong management and oversight skills

Send resume to gal-director@sals.edu.

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