

**Temporary Part-Time Opportunity**  
**Name Explorer Outreach Coordinator (1 Position)**  
**Location(s): Central**  
**Remote/On-site: Hybrid**

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The Queens Memory Project is an ongoing community archiving program of Queens Public Library and Queens College, CUNY. Thanks to a generous grant from the Andrew W. Mellon Foundation, Queens Memory has embarked upon a two (2) year-long project running through April 30, 2026. The project includes identifying places in Queens named after individuals (including streets, schools, statues, and parks) and fleshing out biographical and demographic data for those named people. The project also includes analyzing the demographics of the neighborhoods of Queens to identify gaps in representation between named places and the people who live in these communities. The team will present the gathered information on UrbanArchive.org with an interactive map that features these named places in Queens. The project will engage members of the public and bring new knowledge into the library's archives.

### **Duties and Responsibilities**

Under the direction of the Queens Memory Community Coordinator, the Part-Time Name Explorer Outreach Coordinator will work closely with Queens Memory staff, the QPL Marketing and Metadata Department staff, and Urban Archive to engage members of the public and bring new knowledge into the QPL local history collections. The Name Explorer Outreach Coordinator will be responsible for leveraging research and assets generated by the Name Explorer to reach audiences across Queens, raising awareness of this local history and engaging the public to contribute their knowledge and energy to the Name Explorer.

This includes in-person outreach to engage community boards and civic groups who can help us connect meaningfully with the communities they represent. The Outreach Coordinator will also plan and lead public programs (such as story shares, scanning events, and edit-a-thons) where members of the public would get assistance creating contributions to Queens Name Explorer. Additionally, the Outreach Coordinator will collaborate with Queens Memory and QPL staff to use social media, public programming, and local press to achieve strategic goals around audience engagement and acquisition of new knowledge.

### **Programming & Outreach**

This position will develop an outreach plan, with assistance from Queens Memory staff, Urban Archive, QPL Government Affairs, and QPL Marketing & Communications. The Name Explorer Outreach Coordinator will create a schedule of in-person outreach activities for the Name Explorer and assure tasks are completed. Leads in-person outreach to community boards, civic groups, historical societies, and the public to share knowledge about named places and cultivate nominations for new named places.

Participates in the development of outreach materials and public programs to share information about individuals honored by place names and to explore who is not represented in these public spaces. Pitches ideas for crowdsourcing campaigns, outreach materials, social media explainers, and public programs. Performs other duties as required.

### **Position Information**

- ❖ The rate of pay for this position is \$50.16 per hour.
- ❖ Flexible schedule with a maximum of 10 hours per week with moderate travel required.
- ❖ This is a temporary grant-funded position through August 31, 2025.
- ❖ Part-time positions do not offer any medical or health benefits.

### **Qualifications**

Bachelor's degree required. Prior experience with marketing and communications campaigns for civic, political, cultural projects or engagement journalism required. Experience with leveraging social media analytics for responsive optimization of campaigns required. Experience with Air Table, Instagram, Buffer, Facebook, and Twitter preferred. Strong research skills required. Familiarity with Queens' history, neighborhoods, demographics, and its quirky street naming preferred. Ability to work independently and produce work on deadline. Collaborative nature and the ability to take constructive editorial feedback when applicable.

### **About Queens Public Library**

Queens Public Library is a national and international leader in the delivery of public library service. Our mission is to transform lives by cultivating personal and intellectual growth and by building strong communities. Queens Public Library welcomes innovators and leaders to contribute to a long history and dynamic future of serving the most diverse county in the United States. Queens Public Library is a private, non-profit corporation with 1,700 employees serving 66 locations.

### **To Apply**

Please send your resume and cover letter to [queensmemory@queenslibrary.org](mailto:queensmemory@queenslibrary.org) and reference "**Name Explorer Outreach Coordinator\_EXT**" in the subject line. Resumes will only be accepted by email.

**The Queens Public Library is an Equal Opportunity Employer**