



47 Powell Avenue, Bethpage, NY 11714 | 516 • 931 • 3907

September 16, 2022

Full-Time Graphic Designer Position Available

The Bethpage Public Library is seeking a Graphic Designer to fill an opening for a full-time position. The ideal candidate should be friendly, organized, have excellent communication skills, and be able to work both independently and as part of a team. This position is fully on-site.

Duties include, but are not limited to:

- Collaborate with librarians to design flyers and social media posts promoting library programs
- Design and produce a bi-monthly newsletter
- Create banners and icons for the library's website
- Update digital displays and print signage in the library
- Work with Library Director and Department Heads to create promotional material for the library
- Update library website and social media
- Other related projects, as assigned

Qualifications: A bachelor's degree in Graphic Design or a related field. Must be proficient in Adobe Creative Suite, Microsoft Suite, and social media, including Facebook, Instagram, and Twitter. Knowledge of basic HTML/CSS and prepress. Must live in Nassau County.

Hours: 35 hours a week - Monday through Friday, 9 AM to 5 PM

Salary: \$27.00 per hour

The Bethpage Public Library offers an excellent benefits package, including paid time off (vacation, sick, personal, and holidays), NYSHIP health insurance, vision and dental insurance, NYS retirement, and an additional 403B retirement plan. Interested candidates may apply by emailing a resume and link to their portfolio to Lisa Dobra at ldobra@bethpagelibrary.info. Preference will be given to applications received by **Friday, September 30, 2022**.