



PNBA is Hiring!

Program Support Specialist

(Part-time—25 hours/week)

Are you a professional looking for a unique and stable job in the bookselling industry? PNBA's Program Support Specialist works with our team to build and manage the programs that support association members. More information and instructions for how to apply can be found below.

Job description:

Program Support Specialist

PNBA is a nonprofit trade organization whose mission is to promote the success of independent bookstores and support a vibrant, sustainable, innovative and inclusive independent bookselling community in Oregon, Washington, Idaho, Montana and Alaska. Learn more about our Mission and Goals [here](#).

The Program Support Specialist is a key member of our small but mighty team.

Your primary responsibilities will include:

- Membership—management and maintenance of our membership program, including the annual renewal drive and database maintenance.
- Communications—primary responsibility for the systems that facilitate direct communications with our members, including email and the website. Includes collaboration with our Social Media Coordinator.
- Managing Association programs—manage the yearly PNBA Book Awards submittal program and work with the selection committee, and serve as the liaison to the Professional Bookseller School program.
- Advertising program support—working with other team members to produce and disseminate paid advertising and other publicity to members.
- Events production support—provide logistical support for planning, plus operational support at our annual Spring Pop-Up and Fall Tradeshow events. This responsibility involves travel to different locations within our region twice a year.
- And other duties as assigned.

Skills and Qualifications:

- Must be a motivated and self-directed team player.
- Ability to work independently and manage multiple priorities while maintaining a positive environment.
- Strong project coordination and communications skills.
- Knowledge of (or willingness to learn) multiple Mac or cloud-based digital platforms, including calendaring (Asana), website maintenance, Databases, Constant Contact, Jotform, Indesign, Microsoft Office and Google cloud-based environments.
- Experience in the industry is a plus, but is not required.

Salary and Benefits:

- Flexible but regular schedule, part time (25 hours per week)
- Salary: \$21.00/hour
- Paid holidays and annual PTO.
- Training and development opportunities

Location and start date:

- We will prioritize someone who is able to work in our Eugene office. We will consider an experienced professional with a demonstrated history of working from a remote location.
- We'd love to have someone start in May of 2026, but will consider a different timeline for the right person.

How to apply:

- Please email a resume and a brief cover letter outlining your interest and addressing the skills and qualifications to info@pnba.org. Make sure the words "Program Support Specialist" appear in the subject line.

Having someone who is a good fit and willing to learn is more important than finding someone that has every one of the hoped-for skills and qualifications. If you think you are that person, let us know! PNBA is an equal opportunity employer committed to creating an inclusive work environment. We encourage applications from a broad range of backgrounds and experiences, including members of historically underrepresented groups. If you require reasonable accommodation for a disability during the application/hiring process, please contact us by [email](#) or at 541.226.8842.