



Bookstore Assistant

About Us:

City of Asylum builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and do important work locally, nationally, and globally. We present over 160 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be...expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

Website: www.cityofasylum.org

City of Asylum Bookstore:

City of Asylum Bookstore is part of City of Asylum @ Alphabet City—a facility that also includes spaces for readings, performances, workshops, and a full-service restaurant.

City of Asylum Bookstore maintains a broad focus on international and translated literature, and books by and about marginalized voices, with an inventory of about 12,000 books.

Duties include:

- Create a friendly environment for shoppers during the bookstore hours from 12-6 daily with additional hours for events and from November to December shopping season.
- Support of social media, ordering new or replacement books and receiving.
- Stocking of shelves and annual inventory.
- Process on-line orders.
- Provide sales support for off-site programs.
- Create book displays

Compensation:

This is a part-time position with flexible hours preferably 10-20 but may require weekend and holiday hours. Salary \$14.00 to \$15.00 starting salary.



Requirements:

- Full COVID-19 vaccination by the start of employment.
- Commitment to the values of Equity, Diversity, and Inclusion.
- Must love books

How to Apply:

Please send a cover letter and resume to jobs@cityofasylum.org with “Bookstore Assistant” in the subject line. Applications will be reviewed until the position is filled.

Non-discrimination Policy:

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans’ status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minor group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

We are committed to the values of diversity, equity, and inclusion, and the importance of writers and artists in building our organization. Applicants from populations underrepresented in the cultural field are strongly encouraged to apply. Applications and inquiries will be treated confidentially.