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**Job Description:** Organizational Coordinator

**Mission**

The Collaborative Summer Library Program (CSLP) is a consortium of states working together to provide a unified summer reading theme along with professional art and evidence-based materials so that member libraries can provide high-quality summer reading programs at the lowest possible cost and to play a significant role in literacy initiatives. Learn more at [www.csllpreads.org](http://www.csllpreads.org)

**Environment & Culture**

CSLP is the national summer reading program. We are an organization where the majority of the workload has been done on a volunteer basis. For many, summer reading is something that happens just a few months out of the year. However, front line public library staff as well as state library consultants live and breathe summer reading in order to provide quality programs at a low cost to all of our 16,000 members across the United States and its territories. We continually seek to improve the summer reading experience for both the staff and patrons of public libraries through our products, artwork, and partnerships for the children, teens, and adults we serve in our communities.

**Position**

We are looking for an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team. The Organizational Coordinator plays a key role in coordinating multiple projects over a multi-year span, working with Committee Chairs, Vendors and the CSLP Board of Directors.

This job is perfect for someone who is highly organized and who enjoys behind-the-scenes work in support of a nationwide membership of 16,000+ librarians. It offers the opportunity to become deeply engaged with fundamental processes of organizational development. The Organizational Coordinator is responsible for internal management of all the Collaborative Summer Library Program's projects and vendor relationships.

This is a challenging position. You will have to juggle many different tasks and projects that span multiple program years and will develop a wide range of skills. You will be in a position of significant responsibility. You must act as a positive agent of change and consistently demonstrate the ability to adapt to changes; juggle and manage competing tasks and demands;

and deal with frequent change, delays, or unexpected events. A high level of initiative is required to streamline, maintain, and develop processes to efficiently manage multiple projects across the country.

The person in this position represents the Board and Committees and is expected to have in-depth knowledge of CSLP policies and procedures. This position is supervised by the CSLP Executive Board, however latitude is granted for the exercise of independent judgement and initiative.

### **Essential Duties & Responsibilities**

**Supervision:** Provide supervision over all projects and vendors related to each project.

**Project Management:** Under the direction of the CSLP Board, oversee all aspects of projects related to

- Contracts
- Creation of multiple vendors with branded and non-branded materials
- Strategic plan
- Manual production, including hiring editors
- Online manual development
- Research and develop an online registration/tracking tool for members
- Website maintenance
- Online storefront
- Rules of Use
- Membership support

**Finance:** Work with CSLP Treasurer to generate financial reports and continually assess areas of need related to projects.

**Communications:** Oversee CSLP's social media presence on Facebook, Twitter, and Pinterest.

**Reports:** Submit reports to the CSLP Board on a monthly basis, or more frequent as needed.

**Travel:**

- Attend Annual Meeting (April) and Board retreat (fall)
- Occasional travel for conferences and meetings, as needed

### **Qualifications:**

Requires any combination of higher education or experience equivalent to ten (10) years in the field of Organizational Development, Project Management, Public Administration, or Libraries.

## Required Skills & Abilities

- Bachelor's Degree in related field; Master's Degree preferred
- Project management experience
  - Excellent decision making and problem solving skills with the ability to make sound judgements and take the initiative to establish priorities, meet deadlines, and make decisions within the functional area of responsibility with minimal direct supervision
  - Ability to multi-task and manage several projects at once
  - Proven success in developing on and delivering multiple projects
- Skill in establishing and maintaining effective relationships and partnerships
- Skill in preparing effective reports and recommendations for Board and members
- Ability to work well with groups, and establish and maintain effective working relationships with Board, Committee Chairs, and Membership
  - Collaborate with multiple committees to design, implement, evaluate and coordinate organizational programs
  - Must exhibit a high level of initiative and follow through, including the ability to work independently and collaboratively as required
- Ability to frame issues for CSLP Board and Committee Chairs and develop processes for the organization to work through recommendations
- Ability to perform in a confidential and self-directed team environment
  - Highly organized, thorough, and detail-oriented
  - Ability to work efficiently and plan work assignments and schedule to meet short and long term goals and objectives
- Exceptional writing and oral communication skills
  - CSLP is a national organization with members in every state. Continual communication with CSLP members, CSLP Administrator, and with the Board of Directors is essential.
  - Solid professional computer experience with Microsoft Office Suite and internet tools, including social media

## Strongly Preferred

- Library related work experience
- At least 3 years working in an Organizational Coordinator or Development field
- Professional computer experience related to website maintenance and online storefronts

## Special Requirements

You may be required to work hours in excess of normal scheduled hours in response to project deadlines.



### **Are you a good fit?**

We have a very specific mission and philosophy for our organization, and require people to be a good fit. We need a person who is hard-working and consistent. Listening skills and the ability to think critically are extremely important. We are looking for an open-minded person who is comfortable giving and receiving feedback. Having a strong sense of one's personal strengths and weaknesses as well as high standards of professionalism are required. You should have a high degree of initiative, and the ability to work in a sometimes chaotic environment. We value an employee who is excited to contribute creative ideas to improve member services and organizational systems. The Collaborative Summer Library Program is an equal opportunity employer and encourages a diversity of candidates.

### **Additional Information**

**Starting date: Full-time start date is June 1, 2017.** We would like to begin training part-time between April 1 and the start date.

**Starting salary:** \$65,000 plus benefits. Salary will be reviewed based on the successful completion of the first year.

**Job hours:** This is an exempt, full-time position **that will sometimes exceed 40 hours.** Your work hours will generally take place during the mornings and afternoons, Monday-Friday, although occasionally you may need to work in the evening or on the weekend.

### **How to Apply:**

- Submit a resume and letter of interest (no longer than 2 pages) detailing your experience and how you can fulfill the needs of our organization. Applications will only be accepted via email to [employment@cslpreads.org](mailto:employment@cslpreads.org).
- We will be accepting applications **until February 15, 2017 at 5:00pm Central Time.**
- Incomplete or late applications will not be considered.
- We will interview all candidates at least twice.
  - You must be available to travel for at least one interview. Travel costs will be covered by CSLP.