

**Lunch at the Library**  
**Coordinator for Library Meal Sites and Partnerships**  
**Contract Worker: 12 months, up to \$28,500**

The Pacific Library Partnership (PLP) is administering the California state-funded Lunch at the Library program. The program supports libraries in providing children and teens with meals and learning and enrichment opportunities during the summer months while school is not in session. The California State Legislature has approved \$1 million for one year for this project. Public library summer meal programs connect children and teens to nutritious meals, to libraries' extensive resources and to free learning and enrichment opportunities. This crucial combination helps address the summer meal gap as well as summer learning loss and the widening achievement and opportunity gaps that disproportionately affect low-income youth. The Lunch at the Library program leverages public libraries and community partnerships, and demonstrates libraries' vital role as trusted spaces that help to create healthy and vibrant communities. Currently there are over 60 participating libraries and over 200 public library summer meal sites.

The two major initiatives of this grant are to:

- provide mini-grants to libraries to support new public library summer meal sites, the development of existing sites, and pop-up libraries at meal sites in the community.
- develop partnerships with community organizations to enhance public library summer meal sites.

More information about Lunch at the Library can be found at <https://lunchatthelibrary.org/>

**ESSENTIAL DUTIES OF THE COORDINATOR FOR LIBRARY MEAL SITES AND PARTNERSHIPS**

This position will work with the Program Manager for Implementation, the Program Manager for Evaluation, and Program Associate to implement the Lunch at the Library program. Below are the major activities of this position.

- Identify and recruit new public library sites and jurisdictions.
- Assist libraries in determining summer meal site eligibility.
- Assist libraries in connecting and working with meal providers.
- Maintain a good working relationship with the California Department of Education's Summer Meal Programs Outreach Coordinator to achieve the above listed duties.
- Liaise between libraries and meal providers to ensure smooth collaborations.
- Provide technical assistance to libraries regarding meal program operations and adherence to USDA program guidelines.

- Connect libraries with program partners, including local, county and statewide institutions.
- Provide technical assistance to support libraries' outreach and promotion efforts to maximize program attendance.
- Help coordinate and present at in-person and virtual trainings.
- Work with the other staff and PLP to compile statistics and prepare grant reporting.
- Provide additional project support as needed to ensure project success, in partnership with the PLP project team.
- This position will require travel to visit sites, as well as meeting and conference attendance.

## SKILLS AND ABILITIES

- Experience in establishing and maintaining partnerships is desired quality, although not required.
- This position requires excellent time management, responding promptly and accurately to queries, collaboration, effective communication, and excellent written and verbal communication.

The job will average 10 hours per week, but the amount of time will vary from week to week. It is expected that the contract worker will be checking email daily during the work week to respond to questions and provide overall support. Hours may be flexible but there is an expectation that the person will be available during regular work hours for meetings and correspondence.

The position can be done remotely/virtually, from a home office or a virtual location with reliable Internet. The Lunch at the Library Coordinator for Library Meal Sites and Partnerships will communicate via phone and/or email on a weekly basis with the Project Manager – Implementation. The Lunch at the Library Coordinator for Library Meal Sites and Partnerships will be expected to provide their own laptop/computer.

## COMPENSATION

The Coordinator for Library Meal Sites and Partnerships will be a contract position with the Pacific Library Partnership. The terms of the grant are from December 2019 to December 31, 2020. Compensation includes \$50 per hour, with an average of 10 hours per week, for a total not to exceed 570 hours or \$28,500 for length of project.

In addition, up to \$3,000 is available for travel to libraries to support effective communication and interactions.