

**Project Advisor
Networking California Library Resources Grant
Contract Work through June 30, 2022
\$55 per hour, not to exceed \$9,625**

The Networking California Library Resources statewide Grant, administered by the Pacific Library Partnership (PLP), improves library services in California by providing support and opportunities for the library community and library leaders to share information, ideas, and resources statewide. The project responds to the library community's need for more opportunities to connect with one another and share resources.

One component of the Networking project includes a team of Project Advisors who provide coaching, mentoring, and support in grant writing, project development, and project management to selected LSTA and State grant applicants approved by the California State Library.

A goal of the Project Advisor program is to strengthen library capacity by increasing the skills of public library staff in grant writing, project development, and project management.

PLP is recruiting for two Project Advisors to join the eight existing Project Advisors for FY 2021-22. The Project Advisor will work with the California State Library in supporting the activities of the Networking Grant, which ends June 30, 2022.

The Project Advisor is an hourly contract position with no benefits, contracted through PLP.

Duties of Project Advisor

1) Grant Writing and Project Development

- a) Provide advice, coaching, and connections to appropriate resources to support library staff in developing implementation and evaluation plans, program partnerships, and sustainability plans, and writing grant applications.
- b) Familiarize library staff with tools to assist with the specific application process.

2) Project Support

- a) Provide ongoing support and assistance, both as needed and proactively, to include:
 - i) Connecting library staff with subject-specific research and information relevant to their projects, and with staff in other libraries who have or who are implementing similar projects.
 - ii) Providing guidance and support in adapting project plans, as needed, in response to unexpected challenges.
 - iii) Supporting staff in developing and managing community partnerships and program evaluation.
- b) Provide guidance and support in adapting project plans, as needed, to achieve program goals.

- c) Support library staff in completing quarterly, mid-project and final reports, submitting other required documentation, liaising with the State Library LSTA Grant Monitor and Project Advisor Coordinator and adhering to grant guidelines.
- d) Support library staff in working with their Grant Monitor when project goals and objectives need to be changed or realigned or if the grant deadline needs to be extended.
- e) Support staff in evaluating their programs, to include:
 - i) Providing information and guidance on output and outcome-based evaluation.
 - ii) Familiarizing library staff with evaluation tools, including surveys provided by IMLS and the California State Library.
 - iii) Ensuring activities are consistent with those that were approved.
- f) Review with grantees their project successes and lessons learned.

3) Communication

- a) Mitigate risk issues through communications with Project Advisor Coordinator to ensure immediate action and transparency.
- b) Refer libraries to other libraries with similar projects or goals, or appropriate resources.

The Project Advisor will receive training to become familiar with the LSTA guidelines and regulations and will report to the Project Advisor Coordinator.

Qualifications of Successful Candidate

The candidate should be familiar with the California LSTA grants (<https://library.ca.gov/grants/library-services-technology-act/>), California LSTA Five-Year Plan, and LSTA outcomes-based evaluation methods, or demonstrate the ability to learn about them. The candidate should be familiar with the various statewide grants, <https://www.library.ca.gov/grants/>.

This position requires a high attention to detail and accuracy, as well as effective and prompt written and verbal communication. The person will be a self-starter with high organizational skills. The successful candidate effectively meets deadlines and can handle multiple projects at the same time, with exceptional time management.

The successful candidate must act with integrity and ensure all communication is kept confidential when appropriate. The successful candidate must conduct all communications in a professional manner.

The successful candidate will demonstrate a commitment to building strong relationships that respect diversity of identity, background, and perspectives.

An MLIS or comparable degree is not required but is desirable.

This position is a contract position, and no office space will be provided. It is the responsibility of the successful candidate to have a good internet connection and a work environment that is free

from distraction and equipped with a phone and other common office equipment. They must be available during the workday, Monday through Friday. Some of the weekly hours can be performed during off-business hours, but the person must be available during regular work hours to answer emails and be available for phone calls and virtual meetings. The successful candidate's primary residence must be in California.

Compensation

The Project Advisor is a contracted position with the Pacific Library Partnership. The length of the contract is from date of contract to June 30, 2022, when the grant ends. Compensation is \$55 per hour, with an average of 6 hours per week, with an estimated 25 hours per month. Weekly hours may vary due to workload. The total contract is not to exceed \$9,625 for the length of the project.

The contractor will complete and submit an invoice for work performed monthly for payment. Some travel within California may be required and will be approved on an as-needed basis. Travel expenses will be reimbursed at a pre-determined rate.

How to Apply

Please email the following documents to info@plpinfo.org with the subject line: ***Project Advisor Application***

- Cover Letter
- Resume
- Three References
- Responses to Supplemental Question

Please include the answers to the following Supplemental Questions:

1. Please describe any experience you have had developing and working with budgets; writing grants; implementing and managing grant-funded projects; or any other type of related work.
2. Please describe how you demonstrate a commitment to building strong relationships that respect diversity of identity, background, perspectives, and diverse cultures, experiences and abilities. This may be in your workplace or in recent grant activity.
3. As a Project Advisor, you will be communicating with a variety of library staff, from the library director to front-line staff. Being able to demonstrate flexibility in communication styles while remaining clear, confidential, and supportive is important. Please describe your experience leading a team which included members whose work you did not oversee or guide.

Deadline is 5 p.m. on Tuesday, November 30, 2021. The position will be open until filled. For questions, please contact Jacquie Brinkley at brinkley@plpinfo.org.