

Project Associate
Statewide Literacy Initiatives Grant
Contract Work: September 2022 through June 30, 2023
\$55 per hour, not to exceed \$28,050

The statewide Literacy Initiatives grant ("Literacy Initiatives"), administered by the Pacific Library Partnership (PLP) in partnership with the California State Library, supports California Library Literacy Services (CLLS) through networking, training, site visits, and resources that strengthen library capacity for library adult literacy staff, volunteers and adult learners in all public library jurisdictions that participate in the state-funded California Library Literacy Services program. As a result of this Literacy Initiatives project, California Library Literacy Services staff and volunteers will be better equipped to plan, present, and evaluate high-quality literacy programs for their communities.

PLP is recruiting for a Project Associate to support Literacy Initiatives and the staff, volunteers, and learners associated with CLLS. The Project Associate will work with the California State Library and the Literacy Initiatives team, including the Senior Project Coordinator, AmeriCorps administrative staff, and contracted trainers and consultants, in support of the activities of the FY 2022-23 Literacy Initiatives grant. During FY 2022-23, this program will be working with another grant to implement an AmeriCorps program in some adult literacy programs statewide. Although the bulk of the AmeriCorps work will be done by others, this position will coordinate with the program staff leading those efforts for training and other activities.

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

Position Description

The Project Associate will work with other Literacy Initiatives contractors and California State Library staff to support the planning, delivery, and evaluation of professional development opportunities for the California Library Literacy Services community.

Activities include:

- Support the planning and implementation of virtual and in-person Literacy Initiatives meetings;
- Coordinate publicity, registration, and evaluation for Literacy Initiatives project trainings, workshops, and networking opportunities;
- Support the Senior Project Coordinator with budget and invoice tracking;
- Support project evaluation data collection and reporting processes;
- Establish and support a literacy coordinators' site visit program, subject to the continuation of the pandemic and current health restrictions (activities to include event and travel planning and coordination as needed);
- Participate in Literacy Initiatives team meetings as needed;
- Support regional literacy networks as needed;

- Respond to emails and communicates with various stakeholders including CLLS programs, trainers, consultants, the State Library, AmeriCorps programs to be implemented at library sites, and PLP;
- Track data and paperwork flow for travel expenses and for learner leadership speakers and leadership events;
- Compile data for reports as needed by State Library.

Qualifications of Successful Candidate:

- The successful candidate will have a minimum of one year of experience as administrative support. Experience in adult literacy programs is a desirable. A Bachelor's degree in a relevant field is desirable.
- This position requires effective communication skills. The successful candidate will effectively convey information clearly, both orally and in writing, and demonstrate effective use of listening skills and display openness to other people's ideas and thoughts.
- The person will be a self-starter with high organizational and time management skills. The successful candidate effectively meets deadlines and can handle multiple projects at the same time, with exceptional time management skills.
- The successful candidate will possess a collaborative work style by developing networks and relationships with the other members of the team and stakeholders, being open to ideas, and maintaining a professional manner in communications and work.
- The successful candidate will demonstrate a commitment to building strong relationships that respect diversity of identity, background, and perspectives.
- The successful candidate will be familiar with Microsoft Office 365, Google documents and survey software. The candidate will have some experience in analyzing and manipulating data and creating charts.
- Experience with project management and coordination including scheduling of events, and tracking expenditures is preferred.

The successful candidate's primary residence must be in California.

Compensation

The Project Associate is a contracted position with the Pacific Library Partnership. The length of the contract is from date of contract to June 30, 2023, when the grant ends. Compensation is \$55 per hour, with an average of 9 hours per week, with an estimated 36 hours per month. Weekly hours may vary due to workload. The total contract is not to exceed \$28,050 (510 hours) 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.

As 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. Although this position is a contract position, and the person will work from home, 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.

How to Apply

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

- Cover Letter stating interest in position and other pertinent information
- Resume
- Three References
- Responses to Supplemental Question

Please include the answers to the following Supplemental Questions. Each answer should not exceed one page in length.

1. Please describe any experience you have had working with grant-funded projects, coordinating activities of a program, 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 Associate, 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 approach to this type of communication, as well as your experience working with a team in a virtual environment.

Deadline is 5 p.m. on Friday, August 12, 2022. The position will be open until filled. For questions, please contact Carol Frost at frost@plpinfo.org.