

**Equity Advisor Coordinator
Networking California Library Resources Grant
Contract Work through July 31, 2024
\$75 per hour, not to exceed \$30,000**

The Networking California Library Resources project, a partnership between Pacific Library Partnership (PLP) and the California State Library, strengthens equitable resource-sharing and access throughout the California library community. The project is focused on ensuring equitable access to opportunities for communities who face barriers to library services.

A key component of the Networking project is the Equity Advisory program, comprised of a team of four Equity Advisors and one Equity Advisor Coordinator. The Equity Advisors and Equity Advisor Coordinator will advise and provide support for library workers implementing equitable grant-funded programs. The Equity Advisors and Equity Advisor Coordinator will work closely with State Library grant recipients to build a shared understanding of equity principles and practices and help local library staff design, implement, and evaluate equity-centered programs.

PLP is recruiting for one Equity Advisor Coordinator for FY 2023-24. The Equity Advisor Coordinator will work with the California State Library and the Equity Advisors in supporting the activities of the Networking Grant, which ends July 31, 2024.

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

Duties of Equity Advisor Coordinator

Each Equity Advisor will be assigned several grant-funded programs to support. The Equity Advisor Coordinator will coordinate these activities and will assist with supporting grant-funded programs.

1) Equity-Based Skills Training

- a) To ensure each Equity Advisor and the Equity Advisor Coordinator has the skills needed to perform the work, professional training on co-design and equity principles and practices will be provided at the beginning of the program.

2) Coordinate the Activities of the Equity Advisory Program

- a) In consultation with the California State Library staff and Pacific Library Partnership, develop the activities of the Equity Advisory Program.
- b) Act as the liaison between the Equity Advisors, the Pacific Library Partnership, and the California State Library staff for all related communications.
- c) In quarterly meetings, and as needed, provide reports on the Equity Advisory program, grantee progress, and any issues of concern.

- d) Direct the Equity Advisors' communications to the appropriate California State Library staff for specific grant project inquiries, as needed.
- e) Meet with the Equity Advisors in regularly scheduled group and individual meetings to ensure effective communication and support.
- f) Review the Equity Advisors' monthly work invoices for time worked, and submit invoices to Pacific Library Partnership staff for payment.
- g) Track the budget and expenditures of the Equity Advisory program, and report on expenditures to date and anticipated expenditures to Pacific Library Partnership staff.

3) Assistance to Libraries for Equitable Project Development

- a) Provide advice, coaching, and connections to appropriate resources to support library staff in developing equitable project implementation and evaluation plans, program partnerships, and sustainability plans.
- b) Familiarize library staff with tools to assist with grant requirements, including the Library and Services Technology Act (LSTA) five-year plan, and other federal restrictions on the use of LSTA funds.
- c) Support the Equity Advisors in their duties related to equitable project development.

4) Assistance to Libraries for Equitable Project Support

- a) Provide ongoing support and assistance, both as needed and proactively, to include:
 - i) Connecting library staff with resources to assist with designing and implementing equity-centered programs.
 - ii) Supporting staff in developing and managing community partnerships and program evaluation focused on co-design principles and equitable outcomes.
- b) Provide guidance and support in adapting project plans, as needed, to meet the equity goals in the LSTA five-year plan.
- c) 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.
- d) Support staff in evaluating their programs, to include:
 - i) Providing information and guidance on output and outcome-based evaluation of equitable program design and implementation.
 - ii) Familiarizing library staff with evaluation tools, including surveys provided by IMLS and the California State Library.
- e) Review with grantees their project successes and lessons learned.
- f) Support the Equity Advisors in their duties related to equitable project support.

5) Communication

- a) Mitigate risk issues through communications with Equity Advisors and State Library staff to ensure immediate action and transparency.
- b) Refer libraries to other libraries with similar projects or goals, or appropriate resources.
- c) Support the Equity Advisors in their communication.

The Equity Advisor Coordinator will receive training to become familiar with the LSTA guidelines and regulations will receive programmatic direction from State Library staff with the support of PLP.

Qualifications of Successful Candidate

The candidate should demonstrate a commitment to the principles and practices of equity, equitable grantmaking, co-design, and equity-based community involvement, such as asset based community development. The candidate should demonstrate familiarity with, or the ability to learn about, these principles and practices.

The candidate's completion of training in equity principles and practices is preferred.

The candidate should be familiar with the California LSTA Five-Year Investment Plan 2023-2027 <https://www.library.ca.gov/wp-content/uploads/2022/08/CA-Five-Year-Investment-Plan.pdf>, California LSTA grants (<https://library.ca.gov/grants/library-services-technology-act/>), 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.

Experience in project management, coordination, and /or staff oversight is preferred.

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 should be in California.

Compensation

The Equity Advisor Coordinator is a contracted position with the Pacific Library Partnership. The length of the contract is from date of contract to July 31, 2024. Compensation is \$75 per hour, with an average of 7 hours per week, with an estimated 28 hours per month. Weekly hours may vary due to workload. The total contract is not to exceed \$30,000 or 400 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.

How to Apply

Please email the following documents to info@plpinfo.org with the subject line: ***Equity Coordinator 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 in developing and working with budgets; writing grants; implementing and managing grant-funded projects (including the size of the grants); or any other type of related work.
2. Please describe your understanding of and commitment to equity in the context of public library programs and services in California. Please include any experience you have had in utilizing the principles of equity in your work.
3. As an Equity Advisor Coordinator, you will be managing a virtual team, and working on initiatives statewide. Please describe your management style, and what skills you will bring to this position.

Deadline is 5 p.m. on Friday, July 21, 2023. The position will be open until filled.
For questions, please contact info@plpinfo.org