PARTNERSHIP FOR SHARED BOOK COLLECTIONS

Job Description for Program Coordinator

Background on the Partnership for Shared Book Collections

The Partnership for Shared Book Collections is a newly formed collaboration among shared print monograph initiatives and collections in North America to support cost-effective retention and access to shared print monograph collections.

Program Coordinator Role

The Partnership seeks a 10 hour per week Program Coordinator to play a key role in managing its daily operations. The Partnership has completed a 12-month planning period, developed a governance structure and business model, and officially launched at ALA Midwinter 2020. Through the remainder of 2020 the Partnership will recruit new Member Programs. More information regarding the work of the Partnership can be found at www.sharedprint.org.

The Program Coordinator will be a remote independent contractor of the Partnership's Administrative Host the Midwest Collaborative for Library Services' (MCLS). The Program Coordinator will report to the chair of the Partnership's Executive Committee. The position is funded through December 2022.

Major responsibilities

The Program Coordinator will provide coordination and administrative support to advance the work of the Partnership including, but not limited to the following activities:

- Coordinating activities of the Partnership Executive Committee, under the direction of the Committee's chair. Including: convening meetings (primarily online), providing logistical support, coordinating member elections, recommending agenda topics, and preparing background materials as needed;
- Coordinating the work of the Partnership Operations Committee in coordination with the Committee's chair, including: convening meetings (primarily online), providing logistical support, coordinating member elections, and guiding the strategic direction of the Partnership;
- Facilitating the work of various Partnership working groups as a non-voting ex officio member, in coordination with the working group conveners;
- Assisting with the preparation, analysis, and presentation of shared print data metrics;
- Organizing in-person committee meetings and annual meetings of the Partnership membership;
- Managing the internal and external communications and documentation of the Partnership:
  - Maintaining Partnership documentation in conjunction with chairs of the Executive Committee and Operations Committee and working group conveners;

- o Maintaining the Partnership website including posting documentation;
- o Working with the chairs of the Executive Committee and Operations Committee and working group conveners to prepare and disseminate regular communications and updates to Partnership Members and other interested parties, including the Print Archive Network.

Qualifications

Required:

- Experience of project management in a library environment;
- Demonstrated ability to manage complex projects from inception to final delivery, including the ability to facilitate multiple cross-functional teams;
- Excellent speaking, writing and presentation skills, as demonstrated by the ability to understand and articulate ideas and issues at a conceptual level and explain them effectively and concisely to others in a variety of ways;
- Strong logic and quantitative reasoning skills.

Highly desirable:

- Master's degree in Library and/or Information Science or a related discipline, or equivalent education and experience;
- Demonstrated knowledge of library collection development;
- Working knowledge of library shared print practices.

Travel

The position will include reimbursable travel to in-person Partnership meetings and professional conferences.

Conditions of Contract

The position is an independent contractor, remotely-based position at an hourly rate of $52/hr. Taxes, workspace, and equipment are the responsibility of the independent contractor. The Partnership Program Coordinator is currently an averaged 10 hour per week remote independent consultant of the Midwest Collaborative for Library Services' (MCLS). Funding for the position is in place through December 2022. Further funding is dependent upon decisions of the Partnership membership.

Application process

To apply, please send a cover letter and resume and contact information for three (3) professional references to Info@sharedprint.org. In the cover letter, tell us how your experience relates to this position and explain your experience or interest in the work of the Partnership. Review of applications will begin on July 1st, 2020 and will continue until the position is filled.

The Partnership is an Equal Opportunity/Affirmative Action employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

About the Partnership

The Partnership for Shared Book Collections (the Partnership) was formally launched at ALA Midwinter 2020, with a vision to ensure the long-term preservation of, access to, and integrity of monographic print resources. The Partnership's mission is to coordinate collaboration among shared print monograph initiatives and collections in North America to support cost-effective retention and access to shared print monograph collections. The Partnership currently includes 11 shared print programs from across the U.S. and Canada, but outreach is underway with the goal to recruit new participants.

Members have committed to joining the Partnership for an initial term of 3 years. The primary governance of the Partnership is the responsibility of an Executive Committee elected by the Partnership Member Programs. There is also an Operations Committee and individual working groups. More information regarding the work of the Partnership can be found at www.sharedprint.org.