



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 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 10-15 hours per week Program Coordinator to play a key role in managing its daily operations. The Partnership is currently exploring its relationship to the [Rosemont Shared Print Alliance](#), which may increase the hours of this position in the future. 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. Funding of this position is contingent upon continued membership of shared print programs.

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 and Operations Committees 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;
- 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 online or in-person committee meetings and annual meetings of the Partnership membership;
- Managing the internal and external communications and documentation of the Partnership:
 - Maintaining access to and archives of Partnership documentation in conjunction with chairs of the Executive Committee and Operations Committee and working group conveners;
 - Maintaining the Partnership website including posting documentation;

- 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.
- Work with the fiscal host to monitor budgets and reports for the Executive Committee

Qualifications

Required:

- Proven ability to work independently and set priorities with minimal supervision
- Demonstrated ability to manage complex projects from inception to final delivery, including the ability to facilitate multiple cross-functional teams, ideally in a library environment;
- Excellent speaking, writing and presentation skills as demonstrated by the ability to understand, articulate and effectively communicate concepts, ideas and issues to diverse stakeholder audiences;
- 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 and assessment practices;
- Working knowledge of library shared print practices.

Travel

The position will include reimbursable travel to in-person Partnership meetings and/or professional conferences as deemed appropriate by the Executive Committee.

Conditions of Contract

The position is a remote independent consultant of the Midwest Collaborative for Library Services (MCLS), at an hourly rate of \$52/hr. Taxes, workspace, and equipment are the responsibility of the independent contractor. Funding is dependent upon continued Partnership membership.

Application process

To apply, please send a cover letter, resume and contact information for three (3) professional references to Info@sharedprint.org. In the cover letter, please describe 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 February 1, 2023 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. We strongly encourage applications from people with historically marginalized identities and communities to apply.

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 17 shared print programs from across the U.S. and Canada.

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.