

RIPL Project Coordinator

In May 2016, the Colorado State Library (CSL) and the Colorado Library Consortium (CLiC) were awarded a three-year federal grant from the Institute of Museum and Library Services (IMLS), "Research Institute for Public Libraries (RIPL): The Next Wave." The purpose of this grant is to provide data and evaluation training for public library professionals through several venues, including one national three-day event, one national one-day event, and four regional two-day events, as well as an online community of practice.

The RIPL Project Coordinator will manage event planning and logistics, and will develop and maintain the online community of practice in conjunction with CSL staff. This position is half-time, temporary, and non-benefitted, beginning September 26, 2016 and ending November 30, 2018. This is a telecommuting position, but regular meetings in the Denver metro area are required. The RIPL Project Coordinator reports to the Library Research Service Director at the Colorado State Library.

Qualifications

- Excellent oral and written communication skills, including virtual communication.
- Exemplary collaboration skills, including the ability to work well as part of a planning team, and work effectively and in harmony with staff and partners.
- Ability to effectively multi-task within deadlines and think, plan, and follow through consistently at a strategic level.
- Well-organized, proactive, and excellent at follow-up.
- Ability to demonstrate good judgment.
- Experience using communications technologies such as webinar software, listservs, and social media.

Responsibilities

- Work with RIPL partners on event planning and onsite logistics for six events, four regional and two national.
- Advise partners on site selection, catering, event pricing, marketing, and registration.
- Manage scholarship process for one national event.
- Serve as onsite logistics coordinator for select events.
- Coordinate event communications with RIPL partners, staff, and participants.
- Assist in the development of marketing materials, announcements, and media relations.
- Manage materials ordering and shipment to event sites.
- Manage reimbursement processes for staff and scholarship recipients.
- In conjunction with CSL staff, create and maintain an online community of practice for RIPL participants by leveraging online technologies (e.g., webinar software, file sharing platform, etc.)

- Fulfill grant reporting requirements including midterm and final reports.
- Perform other tasks and duties as assigned.

Education and Experience (required)

Bachelor's degree from an accredited college or university and two or more years of experience in project management including large scale, multi-location projects with financial, performance, and narrative reports. At least two years of demonstrated experience with event logistics including positions requiring substantial public contact/interaction. Extensive knowledge of various office computing programs, Internet applications, and office equipment.

Education and Experience (preferred)

Bachelor's Degree in Communication, Hospitality, Marketing or related field, and/or certified as a Project Management Professional (PMP).

Work Demands

Have or can obtain a valid Colorado driver's license, must have reliable transportation, and proof of automobile insurance. Normal office demands are encountered daily, including lifting of boxes and movement throughout the building or event site. Use of telephone and computer technologies is mandatory. The candidate must be able to pass applicable driving and criminal background checks.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.