

Job Opportunity Project Manager – Contractor

The California Library Association is seeking a contract Project Manager to manage the Developing Leaders for California Libraries (DLCL) grant, which is contingent upon approval from the California State Library. The Developing Leaders project building a leadership training program for California library staff, including regional workshops, experiential learning fellowships in out-of-industry organizations, and creation of curriculum that can be deployed in a variety of settings. For more information on the project work to date, visit claleadership.wordpress.com.

An ideal candidate will have:

- Strong project management skills. Experience with regional or statewide projects preferred.
- Strong grant writing and research skills. Experience with LSTA grants preferred.
- Experience with leadership development and training preferred.
- Ability to manage a budget and prepare financial reports.
- Ability to coordinate and schedule events and provide high-level communication to attendees, advisory bodies, and all partners.
- Ability to work with a team, including the DLCL Project Associate and steering committee, the California State Library grant monitor, and CLA staff.
- Knowledge of basic database creation and maintenance.
- Familiarity with Wordpress.

Qualifications

At least 2 years of project management and grant writing experience. Familiarity with the public, academic, school, and special library landscape in California. The candidate must be located in California and be willing to travel within California as required.

Contract Term

The term of this position is July 1, 2018, through June 30, 2019, contingent upon final approval of the grant from the California State Library. This is a non-benefited position and will average 15 hours per week.

To apply, submit your resume, a cover letter addressing your qualifications, a sample of a successful grant you have written and contact information for three references to Beth Wrenn-Estes, CLA Business Manager, bwestes@cla-net.org, no later than May 11 at 5 pm.