



Title: Beyond the Page Coordinator

Supervised by: Dane County Library Service Director and Beyond the Page Oversight Committee

Contract timeframe: July 2019 – June 2022 (3 years)

Location: Works mainly from home with meetings at DCLS (address below) and at Dane County Libraries

Stipend: \$17.00/hour; maximum of \$15,000 per year; paid monthly based on detailed report; hours assessed throughout the year to make adjustments as needed

Schedule: Flexible; weekly hours vary; averages 12-16 hours per week, 850 hours per year

Overview of Duties:

-Administrative:

- *Manage Beyond the Page (BtP) grants
- *Communicate with libraries regarding marketing and evaluation tools for grants
- *Manage BtP website with focus on representing diversity
- *Work with BtP committees: Budget, Grant, PR, and Development
- *Record minutes for all meetings
- *Manage workshop planning

-Evaluation/Data analysis:

- *Use evaluation surveys to prepare data reports on BtP programs
- *Use Google Analytics and Facebook statistics to track impact of website and FB presence

-Marketing/Donor relations

- *Update website and Facebook page with grant information
- *Manage monthly email campaign: updating email list, overall design, content, and evaluation

-Planning & oversight of Ripple Project 2021

- *Plan staff training with Ripple Committee, Library Directors & training consultant
- *Identify and plan community programming for Ripple Project
- *Work with SCLS staff on training opportunities for SCLS libraries
- *Identify and build relationships with partner organizations for future joint programming
- *Work with PR firm to establish a PR plan and marketing materials for Ripple Project

Skills/qualities desired: Organized, self-motivated, quick study, analytical, creative, tech-savvy (uses Google Docs, Drupal, Mail Chimp, Facebook) and personable

Application: Send letter of interest and resume to Tracy Herold at herold@dcls.info.

Closing date: June 14, 2019