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The Tri-State College Library Cooperative (TCLC) seeks a Coordinator to support the activities and functioning of this vital organization serving academic libraries located in Southeastern Pennsylvania, Delaware, and New Jersey.

The Coordinator of TCLC serves as the operating and administrative officer of the Cooperative, and together with the TCLC Finance Committee, is responsible for its business, outreach, and program administration. The Coordinator reports to the President, Executive Committee, and the Board of Directors, which is composed of the Library Directors of the member colleges and universities of the Cooperative. The Coordinator is an ex-officio member of all committees, articulates the value of TCLC, and represents the Cooperative to key constituencies. This is a part-time, 12 month, 20 hours per week position, remote position.

***Please submit cover letter and resume to: [tclc@rosemont.edu](mailto:tclc@rosemont.edu)***

### **Outreach and Engagement**

- Develop, implement, and manage social media strategies across social media platforms.
- Actively seek out and engage with potential members, collaborators, and communities on social media.
- Design visually appealing flyers, posters, infographics, and promotional materials for digital and print distribution.
- Ensure a culture of participation and collaboration throughout the organization.
- Strengthen the connection between the organizational members and their individual constituents through engaging communication, social media, virtual and in-person activities, and other initiatives.

### **Organization Administration**

- Provide leadership for TCLC services and programs and oversee the programmatic agenda for the organization.
- Maintain awareness of relevant issues and trends impacting the Cooperative, and its member institutions, and develop mechanisms to regularly communicate these to the Board of Directors.
- Develop, implement, maintain, assess, and communicate policies, services and programs that facilitate a work environment that is consistent with TCLC's mission and its core values.
- Actively support the work of the Board of Directors, Committees, and Interest Groups.
  - Oversee and attend meetings
  - Provide meeting materials
  - Communicates important events and deadlines
- Oversee the daily operation of the TCLC office.
- Maintain and oversee technologies such as website, contact management, mailing lists, event management tools, web conferencing.
- Other duties as assigned.

### **Financial and Personnel**

- Analyze cooperative needs in services, operations, and staffing.
- In collaboration with the Finance Committee, maintain financial records, such as budget development and management, payroll, bookkeeping, and all federal and state taxes.
- Coordinate all 1099 contractors in compliance with all reporting standards
- Responsible for grant writing and other forms of resource management to enable TCLC to support its goals.

### **Required Qualifications**

- Bachelor's Degree or equivalent combination of education, training, and experience.
- Related or transferable experience in organizational management, budget management, program and/or event planning.
- Highly proficient with technology, including Microsoft Office and Google Suite, as well as social media, website, event management, and web conferencing tools, specifically QuickBooks, Word Press, Mail Chimp, and Zoom.

- Ability to work independently, successfully, and respectfully with multiple individuals and organizations.

### **Preferred Qualifications**

- An understanding of academic library environment, language and culture, with a strong grasp of library needs and practices.
- Skills in leadership, communication, organization and teamwork.
- Take ownership of the role, proactively seeking opportunities to expand and enhance outreach efforts
- Bring fresh ideas and creative approaches to engagement, promotional strategies, and problem solving.
- Cultivate a vision for growth, continuously exploring ways to amplify the organization's presence and impact.
- Ability to embrace change and learn on the job.

**Salary Range:** \$23-25/hour