



## School Library Program Manager

October 2021

The Oakland Literacy Coalition (OLC) is seeking an experienced school library professional to manage OLC's new School Library Program, supporting and advocating for Oakland's public school libraries. This position is being created, because Friends of the Oakland Public School Libraries (FOPSL) will become a program of the OLC in January 2021. The OLC School Library Program will manage the existing programs of Friends of the Oakland Public School Libraries (fopsl.org).

This is a part-time position (30 hours per week) based in Oakland, CA. Our team is working remotely due to COVID and there will be flexibility for the role to permanently remain partially remote. The position will officially start January 1, 2022 with opportunities for a limited scope of contract work starting Fall 2021.

This is a salaried position with an annual compensation of \$52,500-\$56,250, or the equivalent of a full-time compensation range of \$70,000 to \$75,000, depending on experience. The position includes competitive benefits: comprehensive health insurance, Simple IRA retirement plan with company match, vacation/sick leave, and 11 paid holidays.

### In this role you will:

- Build relationships with library staff, school district administrators, school board members, literacy partners, and the general public to:
  - understand current needs and opportunities
  - facilitate productive partnerships
  - advocate for school libraries as fundamental to building literacy.
- Manage grant programs for school library collection development and programming.
- Recruit, manage, and train volunteers:
  - working in school libraries supporting library staff
  - working in the library book donation and processing program
- Represent OLC's School Library Program on school district project committees and with school board committees involving school libraries.
- Support fundraising efforts related to school libraries, including support for grant writing activities.
- Work with the OLC's School Library Advisory Committee to set strategy, develop program goals and priorities, and evolve tactics in response to changing needs.
- Collaborate with the OLC team to integrate the School Library Program into the organization's broader portfolio of programs, communications, and community engagement efforts.

## Knowledge, skills, and experience you'll bring to the OLC:

- A strong background and expertise in school library functions in a public school setting, preferably a teacher-librarian, a credentialed teacher with at least three years of public school library experience, or a person holding an MLIS with at least 3 years of school library experience.
- A strong understanding of how school libraries support literacy as well as the ability to convey this message to different audiences.
- Excellent working knowledge of Follett Destiny and all associated library management functions.
- The ability to train and manage volunteers of different skill levels.
- A high standard of excellence, accuracy and consistency, personal integrity, and accountability.

## We are seeking someone who is:

- Committed to working cooperatively and collaboratively with school library leaders in support of school library staff and students.
- Able to build relationships with diverse stakeholders to advance the cause of school libraries.
- An optimistic self-starter with the drive and enthusiasm to navigate through ambiguity to produce high-quality results.
- A highly organized project manager who can lead simultaneous and collaborative projects from concept to implementation on tight deadlines.
- A team player who is able to work independently as part of a small, fast-paced, and growing organization.
- A creative thinker, bold and confident with your ideas, and receptive to feedback.
- Committed to collaborating, communicating, and engaging effectively with people and communities of diverse backgrounds and histories, including communities where English is a second language.
- Passionate about the OLC's mission and committed to educational equity and justice.

## ABOUT US

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

For over a decade the OLC has convened practitioners and providers from across the literacy and education field in Oakland. We continue to build our network as trusted partners, forging collaboration and pushing for educational excellence and equity.

We are in an exciting phase of strategic growth and organizational development to deepen our impact as an innovative, effective, and sustainable literacy hub for Oakland. Our passionate and entrepreneurial team, led by two women Founding Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

## TO APPLY

Please send a resume and cover letter to Cassie Perham at [jobs@oaklandliteracycoalition.org](mailto:jobs@oaklandliteracycoalition.org). Please put "School Library Program Manager" in the subject line. No phone calls, please.

## ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of underrepresented communities to apply for this role.*

In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.