



## Member Engagement & Unit Relations Coordinator Job Posting

### TLA Overview

The Texas Library Association (TLA) is the largest state library association in the U.S. with almost 5,000 members representing all library types: academic, public, school, and special, plus library supporters dedicated to helping libraries better serve their communities. TLA is a non-profit 501(c)(3) organization founded in 1902 to promote libraries and library services in Texas and support the work of libraries, library professionals, and educators throughout the state. TLA is committed to providing and promoting a highly inclusive, welcoming workplace experience for all employees.

### Exempt; Directly Supervises: 0

**Position Overview:** The Member Engagement & Unit Relations Coordinator plays a vital role in helping to grow the Association's membership, supporting the effective functioning of TLA's units by facilitating volunteer leader elections, providing training and guidance to officers, managing awards and scholarships, and coordinating volunteer recognition programs. This position requires a detail-oriented individual with excellent communication and organizational skills, a friendly, positive attitude, and a passion for supporting the library community.

This is a highly-visible position based out of our Austin office; residence in the Austin/Central Texas area is a requirement. During the first 60 days of employment, four days a week in-office are required. After the initial training period, TLA offers a hybrid work schedule with in-office work required for a minimum of two days per week. During crucial times in advance of large events such as the TLA Annual Conference, up to 5 days a week in-office may be required.

### Primary Duties:

#### 1. Membership Recruitment and Engagement

Serving on the membership team, help develop and grow programs, campaigns and initiatives to increase TLA membership using proven association best practices and strategies. This can include travel to represent TLA at conferences and other recruiting events.

#### 2. Elections Management

- Oversee the election process for TLA and its units, ensuring fairness, transparency, and adherence to established procedures.
- Provide guidance and support to units in conducting their elections, including the management of candidate nominations, ballots, and voting procedures.

### 3. Officer Onboarding and Training

- Develop and facilitate workshops and online training sessions for newly elected officers to familiarize them with their roles, responsibilities, and organizational expectations.
- Provide ongoing support and resources to officers through newsletters, online office hours, phone calls, and email, to enhance their effectiveness in serving their respective units.

### 4. Awards, Scholarships, and Stipends Coordination

Coordinate the administration of awards, scholarships, and stipends at both the TLA and unit levels, including promotion, application management, selection processes, disbursement of funds, and any recognition efforts.

### 5. Bylaws and Operating Procedures Advising

- Serve as an advisor to units on TLA bylaws, standing rules, and unit operating procedures, providing guidance and assistance as needed to ensure compliance and consistency.
- Foster effective communication and collaboration between units and TLA leadership to promote alignment with organizational goals and initiatives.

### 6. Volunteer Recognition Programs

Develop and implement programs to recognize and celebrate the contributions of volunteers within TLA and its units, fostering a culture of appreciation and engagement.

### 7. Database Management and Special Projects

- Maintain accurate and up-to-date records of officer information, ensuring accessibility and confidentiality.
- Support special projects and initiatives, contributing to the overall success and advancement of TLA's mission.

### 8. General Member Support

Provide responsive and courteous assistance to members through various channels, including data entry, phone inquiries, and email correspondence, ensuring a positive member experience.

### **Who You Are:**

- Bachelor's degree in library science, education, nonprofit management, or related field (preferred).
- Experience working in a nonprofit organization, preferably in a volunteer relations or support role.
- Experience in training and customer service
- Friendly and energetic attitude, comfortable with public speaking and presentations
- Strong understanding of organizational governance, policies, and procedures.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with diverse stakeholders.
- Proven ability to manage multiple projects and priorities simultaneously, with keen attention to detail and deadlines.

- Proficiency in database management, Microsoft Office Suite, and collaborative online platforms.
- Flexibility to adapt to evolving needs and priorities in a dynamic organizational environment.
- Position contingent on passing criminal background check.

**Salary Range:** \$52,000 to \$56,000 depending upon experience.

**Interviewing and Hiring Timeline**

This position has a target employment start date of May 1, 2025, with interviews starting in early April.

**Excellent employee benefits provided including:**

- Company-paid employee health, vision, dental, and life insurance.
- Employer-matching 401(k) retirement plan
- 20 paid holidays each year
- 10 paid vacation days each year
- 12 paid sick/3 personal days each year
- Hybrid work schedule with up to three days per week remote, after orientation period
- Employer paid professional development
- Onsite fitness facilities
- Centrally located in North Central Austin off Mopac

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

TLA is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

**Applications close April 15, 2025 at 5 PM.**

To apply please submit your resume, cover letter, salary requirements and availability to [hr@txla.org](mailto:hr@txla.org).