



Member Programs and Events Coordinator

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 a welcoming workplace experience for all employees.

Exempt, Reports to Director of Education

Directly Supervises: 0

Position Overview

The Member Programs and Events Coordinator coordinates district meetings and other member-driven programming to support member engagement, including oversight of TLA's reading list committees' work to ensure timely delivery of the lists, positive relationships with stakeholders, and efficient use of committee members' time.

This position serves as the primary staff liaison to reading list committees and coordinates high-profile programs including the Texas Bluebonnet Award. The manager works closely with volunteer leaders, publishers, and partner organizations to support program planning, maintain timelines, and ensure the continued success and integrity of TLA's district meetings, reading list initiatives, and other member-driven programming.

The position also serves as a cross-functional member of the association's meetings and registration team during peak event periods.

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, up to four days a week in-office can be 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.

Major Job Responsibilities

Member Programs and Engagement

- Coordinate district meetings and other member-driven programming in collaboration with volunteer leaders.
- Support programs associated with member groups and initiatives related to reading promotion and library services.

Reading Lists Program Management

- Serve as staff liaison to TLA reading list committees, supporting planning, communication, and program execution.
- Coordinate timelines, processes, and logistics for reading list development and related activities.
- Support the Texas Bluebonnet Award program including committee coordination and support, working with volunteer chairs and members, volunteer support, and event planning.
- Manage communications and collaboration with publishers and vendors related to reading list activities.

Volunteer Leadership Support

- Facilitate meetings and provide administrative and operational support to volunteer committees.
- Support recruitment, training, and orientation of reading list committee members.
- Assist volunteer leaders with planning program activities, meetings, and outreach initiatives.

Program Administration and Operations

- Manage program timelines, budgets, and operational logistics for reading list initiatives and member programs.
- Maintain records, communications, and documentation related to volunteer committees and program activities.
- Track participation and program outcomes and prepare reports for staff and leadership.

Meetings and Conference

- Assist with planning and execution of reading list events and related programming at the TLA Annual Conference.
- Coordinate logistics for district meetings, reading list meetings, recognition events, and committee activities.
- Work with Marketing and Sponsorship teams to support promotion and partner engagement.

General

- Support and participate in association activities and initiatives.
- Work collaboratively with staff across departments to ensure successful volunteer-led programs.
- Maintain professional knowledge of reading promotion initiatives and library community programs.
- Other duties as assigned.

Who You Are:

- Bachelor's degree in library science, education, nonprofit management, communications, or related field.
- Experience coordinating **events, committees, or collaborative initiatives with multiple stakeholders** with complex timelines across volunteer teams.
- Experience working with **reading list programs, book awards, or literacy initiatives**.
- Ability to communicate effectively with publishers, volunteers, member leaders, and other stakeholders.
- Understanding of the role of reading lists and book awards in **library collection development and reader advisory**.
- Strong program management, budgeting, and evaluation skills.
- Excellent written and verbal communication skills.
- Ability to collaborate across departments and manage relationships with volunteers and presenters.

- Strong presentation skills; comfortable speaking in front of groups of all sizes.
- Proficiency in Microsoft Office 365, Teams, and Zoom; experience with AMS/CRM systems preferred.
- Ability to use data to drive decisions and create strategy.
- Willingness to travel throughout Texas up to 30%
- Commitment to an inclusive culture and approach to your work.
- Professionalism: Good judgment; ability to interact with all levels of staff, volunteers, and members.

Salary Range: \$60,000 to \$65,000 depending upon experience.

Interviewing and Hiring Timeline

This position has a target employment start date of June 8, 2026, with interviews starting in early May.

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 May 8, 2026, at 5 PM (CST).

To apply please submit your resume, cover letter, salary requirements and availability to hr@txla.org.