



## **Education & Programs Coordinator Position Description**

### **TLA Organizational 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 and library supporters dedicated to helping libraries better serve their communities. TLA is a non-profit 501c3 membership organization founded in 1902 to promote libraries, library services, and library professionals in Texas.

We seek to embody our core values of diversity, equity and inclusion, equity of access to information, ethical responsibility and integrity, continuous improvement towards excellence, literacy and intellectual freedom, and social responsibility through intentionality in all functions and aspects of the organization.

### **How We Support our Mission & Values**

TLA hosts a four-day Annual Conference offering hundreds of education sessions and exhibits to our 5,000 + attendees. Additionally, we provide 30-40 professional development opportunities face to face and online throughout the year; leadership opportunities through service in our 60+ member interest groups, and statewide advocacy to advance the library profession in Texas. Our quality programs and services are delivered by a small staff, who describe our culture as fast-paced, encouraging, and collaborative. We are supported by a robust contingency of volunteer leaders.

### **Exempt, Reports to Director of Education**

**Directly Supervises: 0**

**Position Overview:** The Education and Programs Coordinator fills a key role on the Education team, planning and executing content and programming in coordination with internal and external stakeholders. This position will liaise with and support volunteer-led programs. Additionally, this position will serve as a cross-functional member of our registration and meetings team during peak volume times.

Experience using current technologies to facilitate professional development and online learning programs will be key as well as meeting planning, contract negotiations, database, volunteer management and budgeting experience. Experience in school and/or a public library setting is preferred.

### **Major Job Responsibilities**

- Partner with education department team members and other internal and external stakeholders to develop, plan for and execute programs that fulfill the educational needs of all types of librarians across the continuum of position types and scopes of library staff.
- Implement TLA's educational strategy through the design and delivery of highly desirable, innovative education programs via digital and face to face workshops, conferences, certification programs and other delivery mechanisms.
- Support attendee participation for online and face to face events.
- Prepare event materials, including name badges, tent cards, meeting agendas, participant rosters, speaker biographies and additional meeting materials as needed.
- Update event data records including but not limited to address changes, contact tracking, and merging duplicate records.
- Produces accurate reports and analyzes results.

### **Meetings and Conventions**

- Manages expenses to adhere to departmental budgets, assist with forecasting, and ensure timely processing of departmental accounting activities.
- Facilitate copy and design of conference publicity materials and program, signage, and other meeting materials as needed.
- Collaborate with Exhibits and Sponsorship department to ensure sponsor and marketing deliverables are executed on time and within budget.
- Conducts and presents post-event analysis and makes recommendations for future events.

### **General**

- Support and fully participate in all association activities.
- Manage all internal and external resources necessary to ensure the successful implementation and support of education programs.
- Participate as an active contributor in the budgeting process, reviewing departmental financial statements monthly to ensure Education department activities are meeting and exceeding association fiscal budget needs.
- Maintain current professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks both in the library and association communities and participating in professional industry associations.
- Other duties as assigned.

### **Who You Are:**

### **Experience & Qualifications**

- Bachelor's degree required
- Library experience and/or CMP preferred
- Minimum 3 - 7 years' experience in delivering continuing education and events in a membership organization or similar environment.

### **Required Skills**

- Customer service, working with the public and volunteers.

- Experience working with Learning Management Systems and Association Management Systems
- Current technology platforms (Microsoft Office/Microsoft Teams, PowerPoint/Keynote, Zoom, DocuSign, Basecamp or similar project management tools, virtual event platforms, Salesforce)
- Working with budgets, monitoring expenses, and identifying opportunities to enhance revenue

### **Preferred Skills**

- Experience in Public, School or Academic Library environments
- Experience working with Speakers/Subject Matter Experts
- Conference/Meetings experience – hotel/AV contracting and preparing BEOs
- Copywriting and marketing
- In-Class Training/Session Facilitation/Public Speaking

### **Attributes**

- Project manager. You can juggle multiple tasks, allocate and optimize resources, and manage timelines.
- Exceptional communicator. You are able to confidently engage at all levels and across multiple stakeholder groups. You collaborate on projects and communicate results. You are willing to listen and learn from others.
- Detail oriented. You can see the big picture and understand how the details relate to the overall mission of the organization. When you say you'll get back with someone, you do.
- Organization skills. You appreciate order and know how to achieve it efficiently.
- Flexible and capable. You manage changing priorities without difficulty and get the job done.
- Confident and pleasant. You understand that everyone is a “customer” and should have a “Ritz Carlton” service experience when contacting the TLA office.
- Problem solver. You have excellent critical thinking skills, dive into the details, and know when and what questions to ask.
- Service-driven. You are responsive and committed. You are clear, tactful, and diplomatic about what's realistic and what's possible.
- Autonomous. You are self-motivated and work well independently. You exercise good judgement and are not afraid to make a decision, but you know when to seek input.
- Ability to lift 20 lbs.
- Ability to travel within the State of Texas, some evening and weekend work required
- Position contingent on passing a criminal background check.

**Organizational Relationships** – Reports to the Director of Education and serves on the Education and Meetings team aligning closely with the Exhibits and Sponsorship team, Registration and Marketing team.

### **Salary & Benefits:**

**Salary Range:** Commensurate with experience

**Excellent employee benefits provided including:**

- Company-paid employee health, vision, dental, and ADD insurance
- Employer-matching 401(k) retirement fund up to 9%
- 19 paid holidays each year
- 10 paid vacation days each year
- 12 paid sick/3 personal days each year
- Option for remote work up to 20%
- Onsite fitness facilities
- Centrally located in North Central Austin off Mopac
- Close to ideal dining, shopping, and entertainment options

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 October 8, 5 p.m.**

To apply please submit your resume, cover letter, salary requirements and availability to:

Shirley Robinson, CAE  
Executive Director  
Shirleyr@txla.org