



## **Join the Califa Team!**

### **Job Opportunity: CALIFA PROJECT MANAGER**

[Califa](#) is looking for a library professional and spreadsheet performance artist to join our team as a Project Manager!

You will be the primary on several grant projects including the California State Library's High-Speed Broadband Project, coordinating with over 150 participating California libraries, the State Library and the Corporation for Education Network Initiatives in California (CENIC), a nonprofit that is helping us and the State Library connect libraries to the fiber-optic, high-capacity California Research & Education Network (CalREN).

You'll be joining a small, collaborative team that connects libraries to gigabit broadband and digital library products and services. We also host our own innovative library eBook services including enki and SimplyE, the library developed open source, cross-platform eBook eReader.

### **Your Responsibilities:**

- Coordinate with State Library, CENIC and library staff to onboard new participating libraries and see them through to a 1GB to 100GB connection to CalREN
- Coordinate with SCLC on the Broadband equipment grant
- Participate in weekly operational Broadband team meetings and monthly partner meetings
- Manage multi-year library contracts
- Manage ongoing grant projects and reporting including ZipBooks, Early Learning with Libraries, and Crisis Collections
- Pitch in with Califa's all-hands-on-deck team to support our online services including enki, SimplyE and Infopeople courses/webinars and our website
- Assist in planning Califa events such as the Vendor Fair
- Participate in grant project administration, as assigned

### **Your Skills:**

- You are an effective communicator!
- You are organized and can plan and manage multiple projects and meet deadlines!
- You are self-motivated and can work independently or as part of a team!
- You have problem-solving skills!
- You are passionate about equity, diversity and inclusion in library service!
- Attention to detail is your thing!
- You can write!
- You have great computer office skills and enjoy a good spreadsheet!

### **Your Education and Experience:**

- Master of Library Science, or Master of Business Administration, or Project Management Professional, or equivalent experience managing projects or grants

- Work experience in a library, library consortium or related field

**Deadline:** Submit resume and letter of interest by **September 6, 2018** to Paula MacKinnon, Executive Director, [pmackinnon@califa.org](mailto:pmackinnon@califa.org).

**Hours:** 40 hours, Monday-Friday. Telecommute 1 day per week optional. Some travel required.

**Work Location:** 330 Townsend St., Suite 133, San Francisco, CA (across the street from Caltrain!)

**Salary Range:** \$78,208- \$99,819/yr.

### **About Califa**

Califa Group ([califa.org](http://califa.org)) is a 501c3 nonprofit library membership consortium of more than 230 libraries and is the largest library network in California. Founded in 2004, Califa brokers and facilitates the procurement of library products; works closely with the California State Library in administering statewide projects supported by federal Library Services and Technology Act funds; offers innovative eBook services to libraries including the enki Library eBook platform and the SimplyE multi-platform eReader; and offers library staff Continuing Education and Professional Development training through the Infopeople ([infopeople.org](http://infopeople.org)) project. Califa is an Equal Opportunity/Affirmative Action Employer, committed to diversity and inclusion in the workplace.