

TAL Job Description – Project Coordinator

JOB TITLE	Project coordinator
REPORTS TO	CEO
JOB PURPOSE	To coordinate specific projects and provide liaison between the TAL office and the participants.
ESSENTIAL FUNCTIONS	
1.	Coordinate the CBC project.
	By: providing liaison between the CBC and the libraries that are hosting the project. By: ensuring that TAL is properly represented in this project. By: working with the hosting libraries to meet the goals of the project.
2.	Coordinate the Happiness Programme project.
	By: training the staff in the libraries that are hosting this project. By: ensuring that TAL is properly represented in this project. By: working with the hosting libraries to meet the goals of the project.
3.	Coordinate the Communities of Practice project.
	By: developing the project documentation. By: organizing and hosting the first meeting(s). By: evaluating the initial meetings and making recommendations for the future of this project.
4.	Contributes as a team member to the accomplishment of TAL goals.
	By: accepting new responsibilities, supporting team members, making suggestions and learning new skills.
NOTE	<i>The employer reserves the right to change or assign other duties to this position.</i>
BACKGROUND	TAL is embarking on three new projects and requires a staff member to work on all three. 1. CBC: TAL is in negotiation with CBC to host a series of events in our member libraries to increase awareness of the role that the media plays in providing current information. 2. Happiness Programme: TAL is in negotiation with this project, https://social-ability.co.uk/happiness-programme/#:~:text=The%20Happiness%20Programme%20is%20a,programme%20of%2

	<p>Otraining%20and%20support. We will be the first installation outside of Great Britain.</p> <p>3. Communities of Practice: As part of its new strategic direction, TAL will be hosting meetings to provide networking opportunities for staff from our member libraries.</p>
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QUALIFICATIONS	
Education	MLIS from an accredited library school.
Other Skills	<p>Proficiency with an array of office software; Self-managed learning to adapt to new software; Office technology problem-solving skills.</p> <p>Excellent interpersonal skills; professional communication skills.</p> <p>Ability to prioritize work to meet deadlines and focus on project goals.</p> <p>Project management experience or skills would be an asset.</p> <p>Valid driver’s licence.</p>
Work Conditions	Standard office environment
Special Schedule	Occasional events on evenings or weekends.
Travel Demands	Occasional travel within Alberta
Job Experience	
Personal Qualities	Able to work in a flexible environment with minimal supervision.
Other	This position may also include the option of working from home.
STATUS	
Part/Full-time	Full-time
Term	Six months
Wage/Salary	Board-approved salary grid. Step 1. (\$5,950 per month)
APPROVALS	
CEO Signature	
Date	
Employee Signature	
Date	