

**Program Coordinator-Evaluation Contract Consultant
Lunch at the Library Grant
Contract Work from August – December 31, 2020
\$50/hour, not to exceed \$15,000**

When school lets out for summer break, more than 2 million of California's low-income students risk losing access to the healthy food offered through school meal programs, the crucial foundation for their health, well-being and academic success. USDA summer meal programs offer continued access to nutritious food and galvanize community partnerships to serve the interconnected needs of at-risk youth.

Lunch at the Library is an initiative that leverages public libraries and community partners to advance the summer learning and health needs of children in low-income communities. Public library summer meal programs connect children and teens to the library's extensive resources and free learning and enrichment opportunities, as well as to nutritional meals. This crucial combination helps address summer learning loss as well as the widening achievement and opportunity gap that disproportionately prevents low-income youth from reaching their potential. The project supports over 60 libraries, providing services to approximately 200 library and community sites, in their pop-up or meal distribution. More information can be found at <https://www.library.ca.gov/services/to-libraries/development-programs-projects/lunch>

The Pacific Library Partnership (PLP) is the fiscal agent for this grant and is hiring a Program Coordinator-Evaluation through a contract position. This position will work with the Program Manager-Implementation, Program Coordinator - Meals and Partnerships, and Program Associate to support and evaluate, and demonstrate the value of the Lunch at the Library program, and to complete the activities of the grant, which ends December 31, 2020.

Duties of Coordinator

Much of the groundwork has already been established for surveying and communication. Some templates have been developed for surveys, and the Coordinator will be able to reference outputs from past projects for guidance, consult with the previous Coordinator, and be assisted by the other consultants working on the Lunch at the Library program. State Library and PLP staff are also available. The successful candidate will require a very quick learning curve to complete the work before the end of the grant.

Duties include:

- Oversee all aspects of project evaluation
 - As needed, provide libraries guidance on issuing outcomes surveys which they have already received, reporting survey data, and any other evaluation-related matters. Receive and compile the evaluation reports based on survey results, using SurveyMonkey and Excel.
 - As needed, provide libraries guidance on issuing Youth Development Teen Volunteer surveys which they have already received, reporting survey data, and any other evaluation-related matters. Receive and compile the evaluation reports based on survey results, using SurveyMonkey and Excel.
 - Aggregate and analyze data collected from the Lunch at the Library Statewide Participation Survey and disseminate results through infographics, Excel charts and other forms of visualized data.
 - Create and share infographic templates for libraries to customize and highlight local results.
 - Compile data for reports as needed by State Library.
- Help develop and participate in any Lunch at the Library webinars or meetings.
- Present statewide summary data as needed during webinars and meetings.
- Ensure that the project's evaluation section of website is updated and current on the impact section of the State Library site, the PLP site, and the Lunch at the Library project site.

Qualifications of Successful Candidate:

The successful candidate will be very familiar with Excel, SurveyMonkey and Canva, and have journey-level experience in analyzing and manipulating data and creating charts. This position requires a high attention to detail and accuracy, as well as effective and prompt communication. The person will be a self-starter with high organizational skills. Good time management skills are a must. This position responds to emails from various stakeholders and will be support to the Lunch at the Library program and participants. The position should be familiar with outcome-based evaluation or demonstrate the ability to learn about it.

The successful candidate will work collaboratively with the other members of the team, and will communicate effectively with them, participants, the State Library, and other stakeholders.

An MLIS or comparable degree is not required but is desirable.

Although this position is a contract position, and the person will work from home, they must be available during the workday. Some of the weekly hours can be performed during off-business hours, but the person must be available during regular work hours to answer emails and be available for phone calls and virtual meetings.

Compensation

The Program Coordinator-Evaluation is a contracted position with the Pacific Library Partnership. The length of the contract is from August, 2020 to December 31, 2020, when the grant ends. Compensation includes \$50 per hour, with an average of 15 hours per week, but weekly hours may vary due to workload. The total contract is not to exceed \$15,000/300 hours for the length of the project.

Contractor will complete and submit invoice for work performed monthly for payment.

How to Apply

Please email the following documents to Wendy Cao, Human Resources Manager, at caow@plsinfo.org with the subject line: **Lunch at the Library: Program Coordinator-Evaluation**

- Cover Letter
- Resume
- Three References
- Example(s) of Excel charts/graphs you have developed from raw data for reporting purposes, along with a description
- Example(s) of Infographics you have created in Canva

Deadline is 5 p.m. on Thursday, August 6, 2020.