



Position Title:	Program Coordinator		
Reports To:	Director		
Department:	Florida Center for the Literary Arts	Job Code:	0145
Prepared By/Date:	Alina Interian/11-17-2009	Job Group:	PEC
Approved By/Date:	Alina Interian/11-17-2009	Salary Grade:	15
Revised:	Jennifer C. Brito/11-20-2009	FLSA Status:	Exempt

Summary:

Assists in planning, developing, organizing, scheduling, and marketing author presentations for the Florida Center for the Literary Arts, concentrating mostly on Book Fair programming.

Essential Duties and Responsibilities:

- Establishes and maintains contact with publishers and publicists
- Coordinates travel, logistics and accommodation for all program guests
- Generates or oversee the preparation of contracts or agreements fro services for each participating author
- Identifies suitable authors that fit selected FCLA programs and activates throughout the year
- Works with Executive Director and MBFI Authors Committee to help identify and confirm authors to present during the annual Miami Book Fair International
- Coordinates programs throughout the year to include sessions with MDC faculty and students in all campuses, feeder schools, and community outreach presentations
- Provides book order personnel or committee working in this area, with author, publisher and title of books(s) to be ordered as soon as Book Fair authors are confirmed
- Obtains press packages on each of the guest authors to be used in promotion efforts
- Develops promotional material on each confirmed author to be used internally among the faculty and administrators of MDC, as well as in promotional materials, as needed
- Works with MDC Publications and Marketing Department to pursue and confirm media exposure (interviews, etc.) for designated authors
- Prepares a complete list of guest authors, their publicists, and accurate addresses and phone numbers for the Book Fair in November, beginning with the earliest confirmation of authors; and maintaining that data base current
- Develops innovative programming for Miami Dade private and public schools (MBFI;s Student Literary Encounters)
- Keeps abreast of trends of the book industry and conduct community research of the needs of the community served by FCLA
- Assists with the preparation of the Book Fair and FCLA final reports at the end of the year
- Participates in programming, budgeting, and other meetings related to activities of the Center and MBFI, as required
- Assists in decision-making regarding program offerings and the overall effectiveness and productivity of the Center
- Performs related duties as assigned

Knowledge, Skills and Abilities:

- Expert knowledge of contemporary literature
- Knowledge of educational practices and philosophies
- Knowledge about spreadsheets, database programs and office automation

- Excellent interpersonal, communication skills (oral and written), and team-working skills
- Ability to effectively collect, analyze, evaluate and prepare statistical data
- Ability to promote and maintain effective working relationships
- Ability to take initiative and work with minimal supervision
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and in outside weather conditions such as extreme cold and extreme heat.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree from a regionally accredited institution, Master's Degree from a regionally accredited institution preferred
- Six (6) years of professional experience in education, literary field or publishing industry

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name