



<b>Position Title:</b>	Program Coordinator	<b>Job Code:</b>	0712-01
<b>Reports To:</b>	Executive Director	<b>Job Group:</b>	PEC
<b>Department:</b>	Florida Center for the Literary Arts	<b>Salary Grade:</b>	15
<b>Prepared By/Date:</b>	Lissette Mendez/07-07-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Alina Interian/07-07-2009		
<b>Revised:</b>	Jennifer C. Brito/8-3-2009		

**Summary:**

The Program Coordinator works with the MDC faculty, administration, and staff, with local and national cultural and educational organizations. The Program Coordinator also works with Publishers, authors to create and implement multifaceted literary programs that engage and educate MDC students and the diverse members of our community.

**Essential Duties and Responsibilities:**

- Identifies suitable authors to participate in /leadFCLA/MDC programs and activities by using industry publications and attending conferences to research authors and literary trends
- Organizes FCLA's Community Education Creative Writing Program by contracting with local qualified instructors by creating their agreements for services
- Develops and oversees the annual Writers Institute, a national conference for writers by researching and contracting respected instructors from throughout the U.S
- Works with the Executive Director and MBFI Authors Committee to help identify and confirm authors to present during the annual Miami Book Fair
- Shapes and implements the Miami Book Fair's Comic Galaxy, multifaceted program on graphic novels that includes an educational component for librarians and teachers by maintaining abreast of comics publishing news and events as well as educational activities and trends that involve comics and graphic novels
- Develops innovative programming for Miami Dade private and public schools, including Miami Book Student Literary Encounters by researching the appropriate books and authors
- Establishes and maintains contact with publishers and publicists by engaging in professional correspondence and meeting with publicists once a year at industry conference
- Establishes and maintains contractual arrangements for all program guests by creating Agreements for Services
- Coordinates travel, logistics and accommodation arrangements with program guests by booking airline tickets, providing ground transportation and making hotel reservations, or overseeing assistants activities
- Evaluates FCLA activities by creating and administering assessment tools
- Orders books directly and/or provides book order personnel or committee working in this area, with author, publisher and title of books to be ordered as soon as authors are confirmed by maintaining accurate, up-to-date record to ensure precise business operations
- Collaborates on development local and national advertising/marketing for year-round Center programs and Miami Book Fair
- Develops promotional materials on each confirmed Miami Book Fair author to be used internally among the faculty and administrators of MDC, as well in promotional materials
- Works with MDC Publications and Marketing Department to pursue and confirm media exposure
- Assists with proofreading printed material as necessary
- Prepares a complete list of guest authors and their publishers/publicists

- Builds partnerships with local and state groups, including educational institutions, libraries, bookstores, and arts and literary organizations
- Conducts research on the needs of the community served
- Assists with the preparation of the Miami Book Fair and FCLA final reports at the end of the year
- Assists in decision-making regarding offerings and the overall effectiveness and productivity of the Center
- Performs other 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 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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 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.

- Master's degree in creative writing, contemporary literature, or general librarianship
- Two (2) year of experience in a field that emphasizes planning, organization, interpersonal skills and the ability to work on and complete various projects at the same time

**ACKNOWLEDGEMENT**

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

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Signature

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Date

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Printed Name