

MPLA Leadership Institute Coordinator
Job Description

MAJOR RESPONSIBILITIES:

- Organize the selection process for attendees and mentors.
 - Create and manage application process with state committees and the Leadership Institute Committee.
 - Produce an application form and the evaluation form for state committees to use.
 - Collect and disseminate information to and from applicants. Respond to all applicants upon receipt of their initial application. Prepare letters of notification for all applicants regarding their final status (unqualified, not selected, selected or alternate)
 - Assist the Leadership Institute Committee in the selection of mentors each year and provide an
 - After applicant selections are completed by the state committees, identify, organize and distribute information for the MPLA Leadership Committee's selection of additional attendees and alternates.

- Organize the communication for the Institute including promotion of the Institute and recognition of selected applicants.
 - Generate publicity, before and after
 - Write press release to professional journals to motivate attendance
 - Post news of program and application process to email distribution lists
 - Write generic press release that attendees may customize to release to local newspapers and other media.
 - Prepare pre and post event emails, letters and thank you notes as well as participant certificates
 - Encourage ongoing communication among the cohorts of each year via an email distribution list.

- Maintain contact information file [database] of participants.

- Organize information for attendees
 - In coordination with the MPLA webmaster, prepare information on the Institute for the MPLA website.
 - Answer applicant questions.
 - Advise attendees and mentors regarding all practical information for the week at Ghost Ranch including the likely weather and altitude-related health issues.
 - Arrange transportation for mentors using current or past Ghost Ranch attendees from the Albuquerque and Santa Fe areas.
 - Collect and organize all travel, contact, employment and emergency contact information for all attendees and mentors.

- Arrange for transport via shuttle service to Ghost Ranch from Albuquerque [or Santa Fe] and for the return.
- Gather special dietary needs of participants and mentors and communicate this information to the Ghost Ranch Conference Coordinator and the kitchen staff.
- In cooperation with major speaker(s), create participants handout notebook, a detailed agenda and any pre-institute recommended reading. Arrange transportation of notebooks and other institute materials to Ghost Ranch in advance of the institute.
- Organize mentors to provide some of the directed learning experiences with panel discussions or other instructional modes.
- The Institute Coordinator may provide last day content and learning experiences for the MPLA Ghost Ranch Leadership Institute.
- Organize on-site flow
 - Assign roommates and arrange for appropriate housing for all attendees including those with special needs.
 - Provide transportation on the Ranch for those with special needs.
 - Act as liaison between speaker(s)/attendees and the facility.
 - Plan, purchase, transport, and serve appropriate snacks for two daily breaks and evening activities. These are to include both health items such as fruit, nuts, and cheese as well as appropriate sweet and/or salty treats. Beverages for breaks might include teas, juice, cider, hot chocolate, and Sprite (an aid for dehydration due to altitude or heat). In addition, 12 to 15 cases of bottled water need to be provided for the 35-37 participants.
 - If/when problems arise, be the on-site confidant/counsel/mother hen for all participants.
- Reports to Board
 - Organize and administer participants (fellows and mentors) evaluations include preparation of the forms.
 - Assess the Institute site, transportation, staffing, selection of applicants, etc.
 - Collect and report facts and stories that show successes
 - Collect, select, assess and report suggestions for improvement
 - On completion of the Institute, the Contractor shall provide, within 60 days, an in-depth evaluation that will be used as the basis of planning subsequent institutes or successor leadership development sponsored by MPLA.
- Leadership Institute Budget
 - Recommend annual Leadership Institute fee structure for participants
 - Submit all expenses in a timely manner.
 - Review bills, resolve inaccuracies and forward to the Executive Secretary for payment.

- Negotiate contracts and agreements in accordance with MPLA policy.
Agreements may be made with suppliers of goods and services for the Institute.

QUALIFICATIONS:

- Demonstrated organizational and project management skill. Prior successful experience planning and conducting workshops and conferences.
- Ability to work well with individuals and groups.
- Ability to communicate tactfully and effectively in written and oral forms.
- Ability to make presentations to an audience of library professionals and the general public.
- Demonstrated familiarity with continuing education needs of library and information professionals and staff.
- Ability to do needs assessment for educational events and training activities.
- Ability to motivate action to achieve results in a project setting.