Organizational Director

Black Caucus of the American Library Association, Inc. (BCALA)
Part-time, Contract/Remote

Salary: $25/hour
Hours: Flexible hours (10-15 hours/week)
Job Type: Part-time, Contract/Remote
Contract terms: 1 year (Renewable)
Closing: October 25, 2017

The Black Caucus of the American Library Association, Inc (BCALA), the oldest ethnic caucus of the American Library Association, is seeking a Part-time Organizational Director to assist with its administrative functions. The Organizational Director will report directly to the President of the Black Caucus of the American Library Association, Inc. (BCALA), will work closely with the Executive Board and provide vital services to its members.

BCALA Mission

The Black Caucus of the American Library Association, Inc. serves as an advocate for the development, promotion, and improvement of library services and resources to the nation’s African American community; and provides leadership for the recruitment and professional development of African American librarians.

Visit: bcala.org to learn more

Minimum Qualifications:

- Bachelor’s degree in any field combined with significant relevant work experience
- Excellent interpersonal skills and ability to work independently with minimal supervision
- Excellent leadership, communication, collaboration, project management, and organizational skills
- Excellent computer skills and familiarity with website standards and usability
- Strong knowledge of Word Press
- Excels at working under pressure with tight deadlines – sometimes with little notice
- Ability to maintain confidentiality of records and information

Preferred Qualifications:

- Master’s degree from an ALA accredited program in Library or Information Science
• 2-5 years of experience in web site management

DUTIES AND RESPONSIBILITIES:
• Serves as representative of BCALA by displaying courtesy, tact, consideration and discretion in all interactions with board, members and public.
• Serves as first point of contact in handling member inquiries or complaints
• Assists with general accounting operations as needed, e.g. processing payments (dues, vendors)
• Responsible for BCALA Jobs, e.g. (posting, facilitating payments and invoicing)
• Set-up and manage the electronic voting process
• Maintain and updates membership database
• Receives and process member applications and renewals and sends out electronic reminders on behalf of the Executive Board and Membership Committee
• Updates and publishes content on Association’s website
• Assists with the planning and online presence of the National Conference of African American Librarians (NCAAL)
• Performs other related duties as assigned by the President of the BCALA

TO APPLY:
Interested individuals who meet the requirements should submit a cover letter, current resume, and two professional references by 11:59 PM on October 25, 2017 using the contact information below. Please include “Organizational Director” in the subject line of your email.

Denyvetta Davis
Email: president@bcala.org
Phone: 405-609-4987

The BCALA is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, marital status, sexual orientation, veteran status, or disability.