



**Position Title:** Project Coordinator

**Status:** Full-time (M-F); Non-Exempt

**Work Location:** 1020 Manhattan Beach Blvd Ste 204, Manhattan Beach, California 90266

**Reports to:** Chief Operations Officer

**Compensation:** \$42,000/year + health, dental, vision + paid vacation

**Bonus Option:** Yes

**Date Posted:** September 23, 2022

**To Apply:**

Send resume, cover letter, and references [INSERT NAME/EMAIL] to IBPA COO Terry Nathan at [terry@ibpa-online.org](mailto:terry@ibpa-online.org) with the subject line "IBPA Project Coordinator" Review of applications will begin immediately and continue until the position is filled. Select applicants will be asked to create 2-3 social media posts. No phone calls, please.

**About the Independent Book Publishers Association (IBPA):**

Founded in 1983 to support independent publishers nationwide, the Independent Book Publishers Association (IBPA) leads and serves the independent publishing community through advocacy, education, and tools for success. With over 4,000 members, IBPA is the largest publishing association in the U.S. Its vision is a world where every independent publisher has the access, knowledge, and tools needed to professionally engage in all aspects of an inclusive publishing industry.

IBPA is an Equal Opportunity Employer and values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. This policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, and benefits.

**About IBPA staff:**

IBPA staff members are in a special position to work in service to, and in partnership with, the association's vibrant independent publishing community. IBPA staff efforts are aligned to deliver an excellent member experience, ensure organizational strength, advocate for independent publishing, and advance diversity, equity, and inclusion within IBPA and throughout the field of publishing. IBPA staff are committed to on-going learning, with a focus on acquiring knowledge about the tools necessary to successfully carry out the staff member's specific job requirements.

**Job Description:**

The IBPA Project Coordinator is an entry-level professional responsible for successfully overseeing assigned IBPA projects. They will work directly with the Chief Operations Officer and Director of

Marketing & Communications to ensure vital IBPA projects are organized properly, finalized on time, and meet budget expectations. They also provide general administrative support for the IBPA office.

Successfully overseeing projects means understanding overall project plans and meeting deadlines. It also means conceptualizing and presenting ways to make the projects more efficient and member friendly. All of this should be accomplished while providing pleasant, knowledgeable customer service, and timely follow-through on all requests.

IBPA is a small office with an aggressive project portfolio. A successful Project Coordinator will be comfortable juggling competing priorities and multiple deadlines. They will take personal responsibility for their work by being trustworthy, accountable, courteous, and professional.

**Job Qualifications:**

Some, or all, of the following is helpful, but we are willing to train the right candidate!

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office, Twitter, Facebook, Instagram, LinkedIn.
- Knowledge of HTML, Canva/Adobe Creative Suite, and Mailchimp desirable.
- Project Coordinator MUST be available to work in person at the IBPA Manhattan Beach, CA office. This position cannot be done remotely

Requires strong computer skills, flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff, outside members, and vendors. Sensitivity to confidential matters required.

**Specific Job Responsibilities:**

Office/Project Administration

- Key assistant to Chief Operations Officer to coordinate various IBPA projects inclusive of the IBPA Benjamin Franklin Awards program, trade magazine advertising, Frankfurt Book Fair, American Library Association conference, and others as needed.
- Key assistant to Director of Marketing & Communications to coordinate various IBPA projects inclusive of social media, IBPA's eNewsletter, articles, and others as needed.
- Update IBPA website. Use basic HTML to update the IBPA website as needed.
- Answer phones; screen and direct all calls.
- Process in-coming/out-going mail and all product orders. Make sure all mail is received and sent out, including all store product orders.
- Order office supplies. Ensure all supplies are replenished as needed.
- Coordinate office cleaning. Hire and oversee monthly custodial services.
- General administrative duties. Respond to overall admin needs of other IBPA staff members. Schedule meetings and make travel arrangements.

### Member Administration

- Manage member records in member database. Update contact information. Merge duplicate records. Clean up declined membership transactions. Clean up declined product orders.
- Answer email and phone questions. Assist members via email and on the phone. Listen, answer questions, and give advice. Fulfill all requests for information.
- Recruit new members. At very least, whenever someone calls or emails showing an interest in IBPA, send a free copy of the magazine along with a member benefits brochure + add them to the database as a non-member.

Thank you for considering working at IBPA! We look forward to receiving your application.