



NAZA Project Coordinator

JOB SUMMARY

The Nashville Public Library Foundation (NPLF) is a committed community of leaders, learners and innovative achievers dedicated to supporting and empowering one of our city's greatest resources – the Nashville Public Library. Nashville Public Library Foundation is looking to hire a full-time Project Coordinator for Nashville After Zone Alliance (NAZA), which is part of Nashville Public Library. This position will be supervised by NAZA Capacity Building and Grants Manager.

The Nashville After Zone Alliance (NAZA) is a partnership of the Nashville Public Library, Metro Nashville Public Schools, the Mayor's Office, and youth development organizations. NAZA is a city-wide, out-of-school time (OST) system that seeks to increase youths' access to OST opportunities and build youth development organizations' capacity to offer youth transformative learning experiences outside of the school day.

This position will be responsible for managing NAZA's federal grant from Institute of Library and Museum Services (IMLS) and the associated grant-funded projects focused on integration and implementation of [Nashville's Vision for Holistic Youth Development](#). This position is a full-time contract through August 2024, renewable annually based on the availability of funds.

JOB RESPONSIBILITIES

Project Management/Capacity Building:

- Provides guidance related to actualizing Nashville's Vision for Holistic Youth Development in partnership with NAZA's Capacity Building and Grants Manager and NAZA Chief Executive
- Creates internal allocation of budget line items within approved IMLS budget in consultation with NAZA Capacity Building and Grants Manager and Chief Executive
- Develops and shares announcements to procure consulting services, including engaging interns and school-age young people for integration and implementation of Nashville's Vision for Holistic Youth Development in accordance with established procedures by ensuring that every opportunity is equally and openly available to all potential candidates (within NAZA network or outside)



- Ensures that contracts, timelines and conditions of work are discussed and agreed with the consultants
- Continuously works with consultants related to each project to ensure success
- Advises consultants on the Vision integration based on activities and outcomes set in the proposal
- Supports the development of communication materials related to the Vision by providing content-specific reviews and feedback
- Drafts and manages the process and implementation of sub-contracts (if/when applicable) related to Vision integration, ensures sub-contract deliverables are met on time
- Keeps track of contracts and payments and manages contract amendments
- Coordinates project-related meetings and events, prepares meeting minutes/recap
- Collaborates with NAZA team and leadership to ensure activities take place as described and outputs, outcomes and expenses are tracked and reported accordingly
- Coordinates travel and purchases related to the travel under the federal grant
- Performs other tasks within the scope of the grant

Grants Management/Compliance:

- Ensures timely completion of compliance activities required by the federal grant
- Submits narrative reports, financial reports and requests for reimbursements as per the IMLS grants manual timeline
- Reviews financial documents for accuracy, processes invoices and submits expenses
- Participates in technical assistance calls and meetings associated with grants
- Prepares documentation for audit, if required
- Tracks all output and outcome data for the grants

QUALIFICATIONS

Required qualifications:

- Bachelor's Degree (master's degree preferred) from an accredited college or university and minimum three (3) years of experience in program administration, education, child/youth development or other related areas in nonprofit entities or government



- Experience in managing large-scale grants/projects (preferably federal and/or state grants of \$500,000+)
- Strong project and budget management skills
- Exceptional skills in planning, organizing and follow-up
- Experience managing contracts and deliverables
- Background in education and/or youth development (preferred)
- Exceptional communication skills
- Excellent interpersonal and presentation skills

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Preferred Competencies:

- Strong problem-solving skills and solution-oriented work style that ensures project success
- An ability to manage a variety of key initiatives independently and within set deadlines
- Advanced organizational skills and the capacity to manage multiple grant-funded projects, timelines, and deliverables
- Ability to work with minimal supervision
- Ability to meet deadlines

HOW TO APPLY

Please submit your resume with a brief (up to 1 page) letter of interest to Monica McLaurine at monica.mclaurine@nashville.gov. Candidates will be interviewed on a rolling basis until the position is filled.

COMPENSATION

\$57,895