

**Project Coordinator/Writer  
Job Description**

The HBCU Library Alliance seeks a candidate to serve as Project coordinator/writer on a grant project for the purpose of documenting the origins and work of the organization and a series of selected stories illustrating the successes and strength of member libraries within the HBCU network. The project coordinator/writer will conduct all information gathering required to document findings in accordance with academic standards for communications. The documented and creative writing to be performed may include an exploration of the archives of the HBCU Library Alliance, of the member institutions and of the professional literature about libraries, librarians and consortia development around the globe. The deliverable will be suitable for publication within one or more peer-reviewed journals. The series of articles will be accepted in library and higher education periodicals. The project coordinator/writer will be responsible for all aspects of the assignment, to include meeting coordination, research, concept development, writing/editing, preparation of presentations, assist with submission requirements and coordinate the project evaluation. This position reports to the HBCU Library Alliance Program Director and is advised by a small group of practicing librarians. The position would be funded for a two-year period.

**Required Knowledge, Skills and Abilities:**

* Strong research, writing and editing skills
* Demonstrated ability to create/adapt content for varied audiences
* Self-organized
* Demonstrated success managing and implementing projects
* Proficiency in desktop publishing
* Strong familiarity with electronic publishing options
* Strong familiarity with writing style manuals
* General design skills
* Evidence of published materials
* Excellent verbal, written, and interpersonal skills
* Accuracy and attention to detail
* Ability to manage time and meet deadlines
* General office software experience
* Availability and ability to travel

**Qualifications:**

* Bachelors degree in communications, journalism, English, or a related field
* Advance degree desirable
* A minimum of three years experience in writing/editing non-fiction and/or scholarly documents for peer-review and non-peer review articles
* Proficiency in desktop publishing software
* Available to begin work within the first quarter of the calendar year