Libraries Without Borders US

Program Development Consultant

Service Areas: *Program Development*

Position Overview

The Program Development Consultant designs new programs or redesigns existing programs to help libraries better reach underserved populations. This role involves researching national best practices, adapting evidence-based approaches to local contexts, developing logic models, and creating implementation plans that set library partners up for success.

Key Responsibilities

- Conduct landscape research to identify evidence-based practices and successful program models from the library and education sectors
- Assess library partner capacity, resources, and community context to inform program design
- Develop program logic models that articulate inputs, activities, outputs, and intended outcomes
- Design culturally responsive programs that address barriers facing underserved communities
- Create detailed implementation plans including timelines, staffing requirements, and resource needs
- Develop program budgets and identify potential funding sources
- Design participant recruitment and retention strategies
- Create program materials including curricula, facilitation guides, and participant resources
- Establish metrics and data collection approaches for program monitoring

Qualifications

- Demonstrated experience designing programs in library, education, or community development settings
- Knowledge of evidence-based practices for reaching underserved populations
- Experience developing logic models and theories of change
- Strong understanding of program budgeting and resource planning
- Familiarity with grant-funded program requirements and compliance
- Experience working with public libraries or similar community institutions preferred
- Understanding of culturally responsive programming and equity-centered design
- Excellent project management and written communication skills
- Bachelor's degree required; Master's in library science, education, public administration, or related field preferred

To Apply

Interested applicants may apply by filling out this form.