

Job: Project Coordinator, *Humanities Commons*

The Modern Language Association of America seeks a project coordinator to work collaboratively with the MLA staff and other humanities organizations on the *Humanities Commons* initiative and other related projects intended to help foster greater collaboration and communication in the humanities. This full-time position is available immediately and is expected to run through December 2016.

The project coordinator will serve as the liaison between the *MLA Commons* team and three partner scholarly organizations, facilitating communication and supporting participating organizations as they get started with the *Commons*. The coordinator will also support the project principals in keeping the day-to-day activities of the project running on schedule. Furthermore, the coordinator will work with the managing editor of *MLA Commons* to facilitate member activity and uptake and create documentation and training materials and will participate in other *Commons*-related projects.

The successful candidate for this position will have

- An advanced degree in a humanities discipline
- Considerable project-management experience
- Excellent communication skills
- A strong record of using social media for scholarly and professional outreach
- Familiarity with recent trends in scholarly communication

Further desirable qualifications include

- Experience leading workshops and a proven track record of doing so with enthusiasm and lucidity
- Demonstrated facility with technology
- A willingness and ability to coordinate multiple moving parts with aplomb

Salary is commensurate with experience. The MLA provides generous vacation and sick time, flexible work hours, a 403(b) retirement plan, and individual health and dental plans with no shared premium cost.

Please submit a letter of application, vitae, and the names of three references to Kathleen Fitzpatrick through Interfolio, using the link above. The MLA is an equal opportunity employer.