



## Job Opportunity: Education Access Fellowship

**Term:** September 1, 2025 through May 15, 2026; Orientation August 22, 2025

**Work Schedule:** Approximately 15 hours per week, 450 to 500 hours total  
Flexible schedule within regular hours Monday - Friday, 9:00a to 5:00p

**Compensation:** \$15 per hour, professional development, practicum hours,  
AmeriCorps Education Award with 450 hours of service

**Organization and Program Summary:** The Book Works Project, a nonprofit organization founded in 2009 as Emerging Workforce Initiative, supports young people (age 12 to 21 years) experiencing educational disruptions due to academic skills gaps, childhood trauma, racial or social discrimination, economic hardship, and related challenges. Services include school-time programs for middle and high school students during suspensions or gaps in enrollment, education advocacy, and social-emotional and academic skills development.

**Purpose of the Position:** The Book Works Education Access Fellows work with middle and high school-age students individually and in small groups to develop critical literacy, social-emotional, and school success skills.

### Primary Activities:

- Facilitate workshops and other skill-building activities with up to 10 students in the Education Engagement sites;
- Assist with class management, individual homework support and related activities in the Education Engagement sites.
- Collect and analyze information on the reading skills of students through interviews and school records, with parent permission;
- Assist Education Advocates in identifying individualized strategies for improving reading and overall academic engagement;
- Develop resources for families on improving academic skills, managing school avoidance and behavior challenges, and related topics;
- Adhere to The Book Works guidelines for maintaining a safe environment for students, families, and colleagues;
- Maintain accurate and confidential records of student progress;
- Participate in meetings and trainings with The Book Works staff.

**Training Available:** Education Access Fellows will take part in training and projects relating to:

- Education advocacy and special education
- Youth development and group facilitation
- Mental health and social emotional skills

Fellows will also have the opportunity to earn professional certifications that may include Youth Mental Health First Aid or Peer Support.

#### **Service Locations**

- Engagement Hub @ Neighborhood House: 201 N 25th St, 40212
- Engagement Hub @ Americana Community Center: 4801 Southside Dr, 40214
- Engagement Hub @ Smoketown Community Center: 538 East Breckenridge Street, 40203
- Main Office @ Beechmont Community Center: 205 W Wellington Ave, 40214

#### **Required Knowledge and Skills**

- Currently enrolled in a Bachelor's or Master's level program in Social Services, Education, Special Education, Law, or related fields.
- Experience working with youth from diverse and traditionally underserved populations, including students of color, low-income students, or students with disabilities.
- Demonstrated capacity to organize and follow through on complex and detailed tasks.
- Demonstrated capacity to develop and foster professional working relationships with students, families, community partners, and team members.
- Strong written and verbal communication skills.
- *Note: Reliable transportation is preferred. Mileage between worksites is reimbursed.*

#### **Desired Knowledge and Skills**

- Multi-lingual
- Knowledge of best practices in adolescent literacy education
- Facilitation, teamwork, and mentoring skills
- Empathetic, compassionate and open to learning
- Representative of the diverse population of our students and/or experience working with diverse populations

#### **Physical Demands**

While performing the essential duties of this position, the Fellow is required to interact with middle and high-school-aged students one-on-one and in small-groups. The Fellow must have the physical and mental stamina to perform their duties throughout the typical service day and during additional events requested. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**To apply:** Send a resume and cover letter describing relevant experience and professional goals to Elizabeth Senn-Alvey, [info@thebookworks.org](mailto:info@thebookworks.org)