



Job Opportunity: Education Advocate

Work Location:	The Book Works Office, 600 E Oak Street, Louisville KY 40203 The Book Works Education Engagement Sites throughout Jefferson County, KY
Work Schedule:	40 hours per week Monday - Friday, 9:00a to 5:00p Weekends and evening hours may occasionally be required
Compensation:	\$20 per hour min, paid time off, professional development

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 Advocates work with middle and high school age learners experiencing educational disruption to reconnect with the school options and academic supports.

Primary Activities: An integral part of The Book Works team, Education Advocates:

- Work with middle and high school-age youth (12- to 21-year-olds) to identify and reach their education and career goals and map an action plan for reaching them.
- Maintain a caseload of learners and provide regular communication, resources, and support.
- Navigate school-related processes, including enrollment, transfers, ECE and ESL services access, and other processes. Connect learners with community resources, in-school services, and academic support.
- Assist learners and caregivers in developing S.E.A.D. skills in individual and group settings. Prepare learners and caregivers for meetings relating to school services and school attendance and attend as needed.
- Maintain detailed and accurate learner files, ensuring confidentiality and compliance with all relevant regulations.
- Attend meetings with learners and their families and provide support, reports of progress made, and help find solutions for the barriers learners and their families are facing.

Required Knowledge and Skills

- College degree in Law, Special Education, Education, Social Services, or related field.
- Experience working with youth from diverse and traditionally underserved populations, including students of color, youth in juvenile or child welfare systems, low-income students, or students with disabilities.
- Demonstrated capacity to organize and follow through on complex and detailed tasks.
- Skilled in building and maintaining strong professional relationships with complex systems.
- Knowledge of educational and community resources that support educational attainment for high school-age youth.
- Demonstrated capacity to develop and foster professional working relationships with students, families, community partners, and team members and to work as part of a team.
- Strong written and verbal communication skills.

Note: Reliable transportation is required. Mileage between worksites is reimbursed.

To apply, please send your resume and cover letter outlining your qualifications for this position to info@thebookworks.org .