



Job Description: Program Coordinator

Work Location:	The Book Works Office, 600 E. Oak St., Louisville, KY 40214 The Book Works programs throughout Jefferson County, KY
Work Schedule:	Up to 40 hours per week Regular hours Monday - Friday, 9:00a to 5:00p Weekends and evening hours are periodically required
Compensation:	\$25 per hour, paid time off, professional development
Reports to:	Project Director

Organization and Program Summary: The Book Works Project, founded in 2009 as Emerging Workforce Initiative, is a nonprofit organization in Louisville, KY supporting 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: This position coordinates programming and leads the AmeriCorps program at The Book Works. The position hires, trains, and supports college-age, limited-term young adults working with middle and high school students in out of school settings on building literacy and mental health skills.

Primary Tasks

- Develop and facilitate school-time and after school programs needed by participants and families served by The Book Works.
- Hire, train and supervise a team of Education Access Fellows in The Book Works (AmeriCorps members). Support Fellows' weekly and ongoing tasks and assignments. Complete regular check-ins with Fellows and assist with professional development.
- Review and update as needed Education Access Fellows (AmeriCorps members) resources, position descriptions, recruitment structure and processes, onboarding and training procedures.
- Review and submit monthly and annual reports for stakeholders on program activities and outcomes including reimbursement requests and other grant requirements for AmeriCorps. Maintains accurate and complete records on Members and Member activities, in compliance with established processes.
- Participate in training provided by Serve KY and AmeriCorps on grant provisions and federal regulations.

Preferred Knowledge and Skills

- Bachelor's degree in a related field with courses in Law, Special Education, General Education, Social Services or Public Administration.
- Strong communication and team building skills.
- Demonstrated capacity to organize and follow through on complex and detailed tasks.
- Ability to identify and use complex system-level policies and procedures.
- Experience working with youth from diverse and traditionally underserved populations including students of color, low-income students, or students with disabilities.
- Knowledge of educational and community resources that support educational attainment for high school age youth.

Note: Reliable transportation is strongly preferred. Mileage between worksites is reimbursed.

To apply: Send a resume and cover letter describing relevant experience and professional goals to Jess Dauster, info@thebookworks.org.