



Job Opportunity: Academic Support Specialist

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
Reports to:	Executive Director
Compensation:	\$21 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 Academic Support Specialist works with middle and high school age learners to identify and address academic progress goals.

Primary Activities: An integral part of The Book Works team, Academic Support Specialists:

1. Review school records and academic assessments to identify the academic needs of learners in the areas of reading level, study skills, and grades/credits.
2. Work with learners, families, school personnel, and team members to develop an individual plan for closing academic gaps.
3. Meet with students individually or in small groups at The Book Works offices, Education Engagement Hubs, or other community spaces to develop reading or study skills and/or assist with homework assignments.
4. Work with the AmeriCorps Coordinator to train and support AmeriCorps volunteers in helping learners make academic progress.
5. Maintain detailed and accurate learner files, ensuring confidentiality and compliance with all relevant regulations.
6. Co-facilitate Orientation and Assessment sessions to introduce new families to TBW and connect with internal services/programs;
7. Compile assessment reports on individual learners using school records and information from interviews or orientation activities.

8. Facilitate connections with needed services during and following orientation (tutoring, family services, engagement hubs and education advocacy).

Required Knowledge and Skills

- College degree in 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 skills in organizing complex information, keeping detailed records, communicating in both writing and verbally.
- 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.
- Knowledge of educational and community resources that support academic progress for middle and high school-age youth.

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.