



Job Opportunity: Grants and Communications Coordinator

Work Location:	The Book Works Office, 600 E Oak Street, Louisville KY 40203 The Book Works program locations 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:	\$24 per hour min, paid time off, professional development

Organization and Program Summary: The Book Works Project, founded in 2009 as Emerging Workforce Initiative, is a nonprofit organization in Louisville, KY, advocating for and with youth and young adults who are disconnected from opportunities due to educational disruptions, childhood trauma, racial or social discrimination, or economic hardship.

Purpose of the position: to assist the Executive Director and Project Director in managing grant applications and reports, to implement the public communications plan of the agency, and to develop new funding sources.

Primary Activities

- Manage the research, writing, submission, and reporting process for all grants including tracking deadlines, performance requirements, and budget for each funding source. Work with the leadership team to ensure all parameters are met or exceeded.
- Identify new public and private funding sources and strategies to diversify revenue supporting the mission.
- Prepare written summaries of education advocacy and re-engagement activities and data for grant applications and reports.
- Write newsletters, profiles, program descriptions, social media posts, website content, and related items describing the agency's goals and accomplishments.
- Develop and implement development and marketing plans.
- Develop and maintain relationships with community partners.
- Create materials on available programs and services.
- Respond to public and partner requests for information on the organization.

Required Knowledge and Skills

- Degree in a field related to nonprofit management, business or communications.
- Experience writing successful grant proposals and accurate reports.
- Highly skilled in organizing timelines and deliverables.
- Skilled in managing digital communications (social media platforms, website).

- Experience working with youth from diverse and traditionally underserved populations including students of color, low-income students, or students with disabilities.

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 info@thebookworks.org.