



## Book Access Coordinator

### About Open Books

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#### Mission

To transform lives through reading, writing, and the unlimited power of books

#### History

Open Books is a 501(c)(3) nonprofit organization focused on child and family literacy in Chicago. Open Books launched in 2006 with a simple idea – to collect used books and sell them to support youth literacy in Chicago. Since then, Open Books’ programs have boosted the skills and confidence of thousands of Chicago youth, from birth to 12<sup>th</sup> grade, as readers and writers. From among the book donations Open Books collects – nearly 2 million books annually – staff and volunteers work with parents, teachers, schools, and other community-based organizations to grant books to youth that lack access. To date, across Chicago, Open Books has impacted nearly 45,000 children and youth through its literacy programs and granted over 1 million carefully-curated books across the city. Our bookstores are community hubs that not only support local neighborhoods but also give all Chicagoans access to affordable books.

### Core Values

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Open Books’ core values work in tandem to guide everything we do, including Board recruitment and management. As mutually-reinforcing beliefs, these values serve as our north star as we serve children and families through formative literacy experiences.

- **Accountability:** We fulfill the commitments we make to ourselves and those we make together with communities, admit our shortcomings, and learn from our mistakes.
- **Collaboration:** We commit to listening to and working with others, as well as acting to meet the needs we identify together as a means of collective impact.
- **Empowerment:** We seek, through literacy experiences and resources, to amplify the voices, talents, and stories of others, especially those who are marginalized and often overlooked.
- **Ingenuity:** We take creative risks by using new ideas to tackle challenges and evolve how we serve others.
- **Respect:** We value the dignity, humanity, and diversity of perspectives of all individuals and work to reflect this in all our interactions.

Open Books stands against hate and discrimination in any form. We exist in solidarity with all communities and peoples impacted by the injustices of racism, classism, sexism, homophobia, and bigotry. We commit to creating barrier-free education experiences, rooted in literacy, and encourage feedback from anyone in the Open Books family as to how we can continually improve toward a more just environment.



## Position Summary

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Open Books seeks an enthusiastic team player passionate about literacy in the City of Chicago to serve as our Book Access Coordinator. The Book Access Coordinator will work in our Pilsen warehouse in collaboration with our Program and Operations Teams to provide access to books for under-resourced communities, families, and schools.

**Job Type:** Full-time

**Reports to:** Book Access Manager

## Position Responsibilities

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- Sorting, evaluating, and assessing book donations, predominantly children's books, for granting and our Pilsen free children's bookstore inventory.
- Maintaining the children's portion of the warehouse store to create a welcoming environment.
- Assembling book grants for applicants based on leveling, interest, and quality considerations.
- Routinely transports boxes, up to 40 lbs., and carts of books within Open Books spaces and at events.
- Coordinating book grants for events and large-scale giveaways.
- Assisting in accurate record keeping maintenance as to books granted and demographic and geographical information.
- Helping to ensure the overall health, vitality, and positive morale of Open Books.
- Assist in developing partnerships with CPS schools, community organizations, and other partners in North Lawndale and other target communities.
- Dedicate occasional weekend and evening hours to special programs and other opportunities.
- Uphold and regularly demonstrate the [core values of Open Books](#): Accountability, Collaboration, Empowerment, Ingenuity, and Respect.

## Qualifications

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- Passion for promoting literacy and **empowering** children and their families
- Ability to work independently and hold self **accountable** for deadlines and deliverables
- **Innovation and creativity** in meeting the needs of stakeholders
- Ability to communicate and **collaborate** across organizational departments
- Proficiency in Google Suite (*i.e.*, Gmail, Drive, Forms, Docs, Sheets)
- Knowledge of and passion for children's books a plus
- Ability to be physically present at program sites in North Lawndale and other communities
- Appreciation and focus for continuous growth and improvement (both individual and organizational)

## Work Environment

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- On site work in our Pilsen warehouse



- 40 hour work week with some flexibility to exact times and days of the week
- Periodic evening and weekend opportunities and obligations related to programs and special events
- Family-friendly and flexible atmosphere
- Opportunities for professional development and growth

### **Compensation & Benefits**

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- Entry level position with a starting salary of \$35,600
- Competitive benefits, including health and dental insurance
- Voluntary vision and life insurance
- Voluntary participation in 401(k) plan
- 24 paid-time-off (PTO) days, in addition to federal and other holidays
- Multiple parental leave options
- 25% off all book purchases + monthly free books

### **How to Apply**

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To apply for this position, please send your updated resume and cover letter to [hire@open-books.org](mailto:hire@open-books.org).

*Open Books is committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community. Open Books is an Equal Opportunity Employer (EOE) and complies with the spirit and law of anti-discrimination protections to foster a diverse workforce. Members of historically excluded groups, including but not limited to people of color, women, and individuals with disabilities are encouraged to apply.*