



Part-Time Book Coordinator

About Open Books

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 12th 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

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

Open Books seeks an enthusiastic team player passionate about literature and literacy in the City of Chicago to serve as a part-time Book Coordinator. The Book Coordinator will join our Pilsen team and help maintain and grow our e-commerce sales, Pilsen store free books, and book donations, and gain experience in bookselling.

Job Type: Part-time

Reports to: Book Operations Manager

Position Responsibilities

- Contributing to our book and ecommerce operations, including, but not limited to: online order fulfillment, inventory management, and accepting and processing book donations
- Assisting with daily store processes and procedures, including, but not limited to: open/close, customer service, shelf stocking, inventory curation and turn, cash register/check out, cleaning and display management
- Driving the company van to pick up and drop off book donations
- Transporting boxes (up to 40 lbs.) from book donors and within Open Books spaces
- Maintaining awareness of the bookselling industry, and local book market, using this knowledge to help refine and improve store and ecommerce inventory, operations, and initiatives
- Sorting books for possible grants and other contributions to our mission
- Assisting in executing events in store and off site
- Customer service via email and phone, and in person
- Assisting in inventory flow between locations, including loading and unloading of company vehicles.
- Uphold and regularly demonstrate the [core values of Open Books](#): Accountability, Collaboration, Empowerment, Ingenuity, and Respect.

Qualifications

- Mission driven and is committed to the values of the organization
- Organized and detail-oriented
- Strong interest in books (prior experience in bookselling is preferred, but not required)
- Proficient with Google Suites (Gmail, Drive, Forms, Docs, Sheets, etc.)
- Strong verbal and written communication skills
- Valid driver's license
- Will require occasional schedule flexibility

Work Environment



- On site work in our Pilsen warehouse and at community events
- Occasional weekend and evening hours
- 24 hour work week
- Family-friendly and flexible atmosphere
- Opportunities for professional development and growth

Compensation & Benefits

- Entry level position with a starting wage of \$17.50/hour
- Accrued paid-time-off (PTO) days, in addition to federal and other holidays
- 25% off all book purchases + monthly free books

How to Apply

To apply for this position, please send your updated resume and cover letter to 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.