Open Books seeks an enthusiastic team player passionate about literacy in the City of Chicago to serve as its Literacy Program Coordinator. The Literacy Program Coordinator will be responsible for implementing literacy experiences and providing reading resources for elementary-age students and their families. This role helps meet grade-level reading goals for children in Chicago. Open Books is an Equal Opportunity Employer and complies with the spirit and law of anti-discrimination protections to foster a diverse workforce.

Reports to: Program Manager

Core Responsibilities

- Support the Open Books Program Team in goals and strategies related to Grade-Level Reading, focusing on elementary students (early readers and independent readers) and their families.
- Help execute literacy programming for children and their families in line with Open Books strategy and in response to community needs. Programming may include but is not limited to:
  - Facilitating Reading Buddies programs at partner schools and community centers
  - Creating and distributing resources for early and independent readers, and their families
  - Developing literacy programming designed to address learning loss or summer slide
  - Planning and organizing literacy nights for schools and community partners that provide access to books, resources, and literacy experiences.
- Collaborate with Book Access team to ensure that book access is embedded into all literacy programming and events, and that culturally relevant and developmentally appropriate books are included in all program curriculum.
- Assist in outreach to stakeholders, including families, community organizations, external partners, and supporters.
- 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.

Role Requirements

- Experience and enthusiasm for working with school age children in different settings (i.e. schools, after school, summer camps, events)
- Ability to be physically present at multiple program sites in North Lawndale and other communities
- Passion for promoting literacy and empowering children and their families
- Ability to work independently and hold self accountable for deadlines and deliverables
- Ingenuity in developing new programs, systems, and solutions to challenges
- Ability to communicate and collaborate across organizational departments
- Proficiency in various technology platforms, including Google Suite (i.e., Gmail, Drive, Forms, Docs, Sheets)
- Detail orientation, especially related to scheduling and managing multiple projects simultaneously
Knowledge of and passion for children’s books

Preferred
● Background in elementary education or similar field

Compensation & Benefits

● Base salary of $42,000
● Competitive benefits, including health and dental insurance
● Voluntary vision and life insurance
● Voluntary participation in the organization’s 401(k) plan
● Generous paid time off (in excess of several federal and other holidays)
● Flexible, family-friendly work environment

About Open Books

Over the past 17 years, Open Books has grown into an award-winning organization, providing literacy programs to preK–12 students and rewarding volunteer experiences for 800 adults every year. Open Books’ mission is to transform lives through reading, writing, and the unlimited power of books. In 2006, Open Books started with a basic idea – to collect used books and sell them to support its literacy programs designed to impact Chicago’s youth. In 2009, Open Books opened its first bookstore in River North, which has since moved and expanded into the West Loop. In 2014, Open Books’ second bookstore opened in Pilsen; in early 2023, Open Books launched its third bookstore in the Logan Square neighborhood. All Open Books stores represent literacy-focused hubs that not only support local neighborhoods, but also welcome citizens from the Chicago area to expand their access to affordable books. This year alone, Open Books will impact 80,000 youth through its literacy and book granting programs.

Apply Here for Literacy Program Coordinator position: https://forms.gle/juNePuEhUXFCgptA7