



Book Access Manager - Full Time

Open Books seeks an enthusiastic team player passionate about literacy in the City of Chicago to serve as its Book Access Manager. The Book Access Manager will be responsible for working with the program director to set book access strategy and initiatives primarily for children from birth through 12th grade and their families. This role collaborates across the organization to help meet literacy goals supporting kindergarten readiness and grade-level reading for children in underserved communities of Chicago. The Book Access manager is 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 Director

Core Responsibilities

- Set goals and strategies related to access to books, prioritizing Open Books' target communities, with support from the Program Director.
- Collaborate with the Program and Community Engagement teams to ensure that book access is embedded into all literacy programming and events.
- Create book granting standards based on evidence for a diverse set of audiences with emphasis on prioritizing book quality, high interest books and grade leveling.
- Develop partnerships with CPS schools, community organizations, and other partners in North Lawndale and other target communities in order to increase book access.
- Manage Book Access Coordinator, volunteers and other support staff as needed, including:
 - Conducting regular one-on-one meetings with direct report
 - Coaching, training, and mentoring program team members
 - Holding staff accountable for program goals and metric
 - Facilitating volunteer training and workshops
- Advocate for and articulate the needs, challenges, and opportunities for Book Access within the organization.
- Collaborate with Book Acquisition and Operations teams regarding book and vehicle needs (scheduling, stocking, book flow, events)
- Maintain accurate record keeping as to books granted and demographic and geographic information.
- Measure, evaluate, and communicate program impact, with the support of the Program Director, to share with stakeholders.
- Represent Open Books at relevant meetings, conferences, and community events.
- Uphold and regularly demonstrate the [core values of Open Books](#): Accountability, Collaboration, Empowerment, Ingenuity, and Respect.

Role Requirements

- Passion for promoting literacy and **empowering** children, their families, caregivers, and communities.

- Ability to work independently and hold self **accountable** for for deadlines and deliverables, especially related to scheduling and managing multiple projects simultaneously
- Passion for promoting culturally relevant and developmentally appropriate books to be included in book granting across all audiences.
- **Ingenuity** in developing book access initiatives, systems, solutions to challenges, and meeting the needs of stakeholders
- **Creativity** in helping to tell Open Books' story to various stakeholders via spoken, written, and visual representation
- Ability to communicate and **collaborate** across organizational departments with **respect**
- Ability to be physically present for on-site work in our Pilsen warehouse
- Ability to be physically present at program sites in North Lawndale and other communities
- Ability for moderate lifting and transport of boxes (up to 40 lbs)
- Dedicate occasional weekend and evening hours to special programs and other opportunities.
- 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
- Valid driver's license for the occasional use of Open Books' Bookmobile

Preferred

- Expertise in grade level literacy
- Background in elementary education or similar field

Compensation & Benefits

- Base salary of \$52,000
- 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