



**Public Programs Coordinator - Part Time  
Position Description**

*July 2024*

**About Open Books**

Open Books transforms lives through reading, writing, and the unlimited power of books. Since inception, Open Books has impacted tens of thousands of Chicagoans, primarily children (birth – 12th grade), through in- and out-of-school literacy programs and the provision of free books via an increasing number of channels. Open Books' programs have boosted the skills and confidence of thousands of Chicago children, from the newborns who receive books through Dolly Parton's Imagination Library to the first and second grade readers in the Reading Buddies program. Open Books envisions a Chicago where all children have a chance to develop the reading and writing skills they need to feel confident and flourish on their academic journeys and beyond.

Open Books approaches its work with an equity lens and addresses the barriers that make access to books and literacy programs uniquely difficult for children and families in Chicago's resource-withheld neighborhoods. Ten priority neighborhoods served by Open Books include: North Lawndale, Austin, W./Garfield Park, Pilsen, Little Village, Englewood, Belmont Cragin, W./Humboldt Park, and Hermosa.

Open Books is an Equal Opportunity Employer and complies with the spirit and law of anti-discrimination protections to foster a diverse workforce.

**About the Position**

Open Books seeks an enthusiastic team player passionate about literacy in the City of Chicago to serve as Part-Time (PT) Public Program Coordinator. The PT Public Programs Coordinator will support Open Books efforts in creating a welcoming, student-centered programming space in North Lawndale. They will create and lead literacy focused public programs, with a special emphasis on cultivating an older elementary and middle school out of school time audience. They will support the growth of public programs by collaborating with community engagement staff to increase the awareness of Open Books' literacy programming space in North Lawndale. They will join a team of 28 staff members who seek to transform lives through reading, writing, and the unlimited power of books.

The PT Public Programs Coordinator reports to the Manager of Literacy Programs.

## Core Responsibilities

- In partnership with the Manager of Literacy Programs, develop and lead out of school time literacy programming for children and their families in line with Open Books strategy and in response to community needs.
- Design and implement high interest, literacy-focused out-of-school-time programs for older elementary, middle school students and/or high school students.
- Create and foster a welcoming learning environment for students and families at Open Books' programming space during public and programming hours.
- Support and at times lead Open Books' outreach and community engagement efforts in North Lawndale and adjacent communities.
- Support the Director of Education in the site management and scheduling of the 16th St programming space.
- Support the Director of Education in increasing awareness of the 16th St literacy programming space.
- Collaborate with the Programs team on evaluation to gauge program impact.

## Role Requirements

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- Experience and enthusiasm for working with older elementary and middle school students.
- Demonstrated ability in curriculum development and program design, specifically for out-of-school time activities.
- Confident public speaker with strong interpersonal skills to engage effectively with students, parents, and community members.
- Proven track record of working with partners to develop and deliver successful programs.
- Initiative-driven and solution-oriented approach to problem-solving.
- Availability on Thursdays, Saturdays, plus one additional weekday.
- Work Location: In person at North Lawndale's Open Books office and programming space, plus occasional travel to nearby schools and community partners.

### *Preferred*

- Spanish Speaker/Reader
- Familiarity and knowledge of high interest books for older elementary and middle school students.

## Compensation & Benefits

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- Up to 24 hour work week with a wage of \$20.50/hour
- Benefits including monthly free books, paid time off, employer-paid telemedicine and voluntary participation in the organization's 401(k) plan after 1 year of employment
- Flexible, family-friendly work environment