



## **Community Engagement Coordinator (Booksmobile Lead)**

### **Position Description**

Start Date: January 2025

### **About Open Books**

Open Books transforms lives through reading, writing, and the unlimited power of books. We partner with communities to support children and families in having equitable access to be lifelong readers.

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, Little Village, Austin, Garfield Park, Pilsen, Englewood, McKinley Park, Back of the Yards, and Gage Park.

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 **Community Engagement Coordinator (Booksmobile Lead)**. The **Community Engagement Coordinator (Booksmobile Lead)** will be responsible for developing relationships in our priority communities and overseeing the daily operations and outreach efforts of Open Books Mobile, our mobile book granting vehicle. They will join a team of 30 staff members who seek to transform lives through reading, writing, and the unlimited power of books.

The **Community Engagement Coordinator (Booksmobile Lead)** reports to the Director of Community Engagement.

## Core Responsibilities

- **Operations & Logistics:**
  - Manage and execute the Open Books Mobile schedule, coordinate and implement visits to schools, parks, community events, and other locations.
  - Serve as the principal driver of Open Books Mobile, our mobile book granting vehicle.
  - Ensure the Booksmobile is well-maintained, safe, and stocked with books and resources.
  - Collaborate with the Program team to manage the inventory of books and materials. This includes: sorting book donations for Open Books Mobile at our Pilsen warehouse, collaborating with Book Access to facilitate book buys, and with the Program team to ensure distribution of literacy materials.
  - Work with the Operations team to ensure regular working order and maintenance of the vehicle.
- **Community Outreach & Engagement:**
  - As a part of the Community Engagement team, develop and maintain relationships with community organizations, schools, neighborhood networks, and event organizers to expand our program audience and Bookmobile services and visits.
  - Promote Booksmobile visits through community networks, social media, and outreach events.
  - Serve as the primary contact for inquiries about Booksmobile services and scheduling.
  - Support planning of all community engagement initiatives.
- **Data & Reporting:**
  - Track and report on Booksmobile usage, attendance, and feedback from community members to improve services.
  - Monitor inventory levels and gather input on popular titles to inform future book acquisitions.

## Role Requirements

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- Valid IL driver's license and ability and comfortability driving a large van.
- Excellent communication and interpersonal skills
- Fluent Spanish speaking skills
- Strong organizational skills and ability to manage inventory and visit schedule

- Experience with community organizing especially around issues facing youth and families in Chicago
- Experience working directly with youth and/or families
- Regularly move boxes of books on and off the vehicle (up to 30 lbs)
- Consistent availability to work nights and weekends year-round. During the summer months at least one weekend day will be required.
- Work Location: Open Books Pilsen, Open Books North Lawndale, and Remote

## **Compensation & Benefits**

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### *Full Time*

- Base salary of \$42,000 in addition to 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