



## Job Opportunity: Education Advocate

**Work Location:** The Book Works Office, 205 W Wellington Ave, Louisville, KY 40214 (25%)  
Americana Community Center, 4801 Southside Drive, Louisville, KY 40217 (75%)

**Work Schedule:** 40 hours per week, Monday - Friday

**Reports to:** Site Coordinator and Project Director

**Organization and Program Summary:** The Book Works Project, founded in 2009 as Emerging Workforce Initiative, is a nonprofit organization in Louisville, KY advocating for and with youth and young adults who are disconnected from opportunities due to educational disruptions, childhood trauma, racial or social discrimination, or economic hardship.

**Purpose of the position:** The Book Works Education Advocates work with youth and young adults experiencing educational disruption to reconnect with the school options and academic supports.

### Primary Activities

- Work with middle and high school-age youth (12- to 21-year-olds) to identify and reach their education and career goals and map an action plan for reaching them.
- Navigate school-related processes, including enrollment, transfers, ECE and ESL services access, and other processes.
- Identify community resources needed by young people and make referrals as needed.
- Connect learners with community resources, in-school services, and academic support.
- Assist learners in developing self-advocacy and other skills in individual and group settings.
- Facilitate program sessions as needed.

### Required Knowledge and Skills

- College courses in Law, Special Education, Education, Social Services or related fields.
- Demonstrated capacity to organize and follow through on complex and detailed tasks.
- Experience working with youth from diverse and traditionally underserved populations including students of color, low-income students, or students with disabilities.
- Knowledge of educational and community resources that support educational attainment for high school age youth.
- High level of written and verbal communication skills.

**To apply:** Send a resume to Darby Phillips, [dphillips@thebookworks.org](mailto:dphillips@thebookworks.org)