



## Job Opportunity: Youth Engagement Specialist

**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:** Monday through Friday, up to 20 hours/week

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

**Organization Summary:** The Book Works, a nonprofit organization in Louisville, KY, advocates 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:** Youth Engagement Specialist (**near-peers between 18 years and 25 years**) are trained to work with middle and high school-age youth (12- to 21-year-olds) in a re-engagement program for students who are not in school on school days due to suspension, online-only learning, or experiencing other barriers to regular school attendance.

### Primary Tasks

- Participate in the overall planning of site procedures and programs, including identifying programs and services that could be offered in sites.
- Facilitate or co-facilitate activities individually or in small groups, include program set up and room clean-up.
- Assist with taking attendance, conducting check in/check out processes, conducting feedback surveys, and keeping records.
- Support learners onsite as a “near-peer” guide, demonstrating behaviors that build community and focus on developing new skills.
- Assist with outreach and marketing of the project.
- Participate in ongoing staff training and team building meetings.

### Required Knowledge and Skills

- **Second language skills are highly preferred.**
- Experience as a reliable role model to youth from diverse and traditionally underserved populations, including young people from various cultures, backgrounds, and abilities.
- Ability to motivate, instruct, and lead a team of young people individually and in small groups.
- Strong communication, organizational, and problem-solving skills. Able to multitask and prioritize tasks, sometimes under pressure.
- Interest in working as part of a dynamic, curious, and collaborative team.
- Ability to share their lived experiences effectively and appropriately.
- Ability to maintain records (paper and electronic) using established protocol to maintain confidentiality.
- Ability to use Microsoft Office Suite and other online tools.

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