



## Job Opportunity: Education Advocate

<b>Work Location:</b>	The Book Works Office, 205 W Wellington Ave, Louisville, KY 40214 The Book Works Education Engagement Sites throughout Jefferson County, KY
<b>Work Schedule:</b>	Up to 40 hours per week Flexible schedule within regular hours Monday - Friday, 9:00a to 5:00p Weekends and evening hours may occasionally be required
<b>Compensation:</b>	\$20 per hour, paid time off, professional development

**Organization and Program Summary:** The Book Works Project, a nonprofit organization founded in 2009 as Emerging Workforce Initiative, supports young people (age 12 to 21 years) experiencing educational disruptions due to academic skills gaps, childhood trauma, racial or social discrimination, economic hardship and related challenges. Services include school-time programs for middle and high school students during suspensions or gaps in enrollment, education advocacy, and social-emotional and academic skills development.

**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.

*Note: This position is funded through a limited-term grant.*

**Primary Activities:** An integral part of The Book Works team, Education Advocates:

- Make initial contact with families who have been referred to The Book Works. Collect and process intake information from youth and families to identify goals and needs. Request parent permissions and school records. Enter data into the client case management system.
- 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.
- Connect learners with community resources, in-school services, and academic support.
- Maintain detailed and accurate learner files, ensuring confidentiality and compliance with all relevant regulations.
- Assist learners in developing self-advocacy and other skills in individual and group settings.
- Facilitate programming in social emotional and academic skills development as needed.
- Participate in professional development and program evaluations.

**Required Knowledge and Skills**

- College courses in Law, Special Education, Education, Social Services or related fields.
- Experience working with youth from diverse and traditionally underserved populations including students of color, low-income students, or students with disabilities.
- Demonstrated capacity to organize and follow through on complex and detailed tasks.
- Knowledge of educational and community resources that support educational attainment for high school age youth.
- Demonstrated capacity to develop and foster professional working relationships with students, families, community partners, and team members and to work as part of a team.
- Strong written and verbal communication skills.

*Note: Reliable transportation is preferred. Mileage between worksites is reimbursed.*

**To apply:** Send a resume and cover letter describing relevant experience and professional goals to Elizabeth Senn-Alvey, [info@thebookworks.org](mailto:info@thebookworks.org) by 2/26/25.