



**Position Summary:** Building with Books is seeking a passionate, experienced, creative, results-oriented and professional self-starter with teenage mentoring experience to support its youth empowerment after school program in four area high schools.

**Reports to:** Regional Program Supervisor  
**Salary:** \$35K - \$40K based on location and experience  
**Type:** Full Time  
**Start Date:** August 2008

### **I. PURPOSE**

- This position focuses on running our youth development after-school program in high schools, which use community service, fundraising for developing countries, and global education as its vehicle to youth empowerment. Program Coordinators work closely with teachers and student leaders to motivate program members to achieve BwB goals.

### **II. ESSENTIAL FUNCTIONS**

- Support and supervise four BwB after-school programs (approximately 25 students per school) in their efforts to initiate and sustain weekly community service work, global education initiatives and to reach fundraising goals.
- Deliver interactive global education and recruitment presentations to high school classrooms of the BwB schools you supervise.
- Maintain and manage accurate records and data of student activity and submit monthly qualitative and quantitative progress reports.
- Plan, organize, and facilitate large-scale, weekend group service projects.
- Support planning and implementation of other regional events, activities, and initiatives.
- Perform other duties as assigned by the Program Supervisor.

### **III. PRIMARY (NECESSARY) QUALIFICATIONS**

- Passion and enthusiasm for working with teenagers.
- Willing and able to work a Tuesday – Saturday schedule.
- Able to commit to two full school years of work with BwB.
- Access to a car or willing to utilize public transportation for travel to schools and projects.
- Demonstrable ability to mentor and work with high school age students of diverse backgrounds and involvement levels.
- Demonstrable ability to self-organize, pay attention to detail, and event manage.
- Strong computer, presentation, communication, and leadership skills.

### **IV. SECONDARY (DESIRED) QUALIFICATIONS**

- Experience working in schools, classrooms, youth centers, or youth programs.
- Working towards a degree in a relevant field.
- Ability to analyze challenges and creatively problem solve.
- Demonstrated experience and ability to communicate effectively with parents.
- Knowledge of the communities in which we work.
- Spanish, Haitian Creole, and/or Mandarin speaking skills a plus.



**Building with Books**

*Changing Lives For Good*

**Job Description:  
Program Coordinator**

- Sincere interest in learning new skills.

**V. IF INTERESTED**

- Please explore our website: [www.buildingwithbooks.org](http://www.buildingwithbooks.org)
- Please submit a cover letter and resume to:
- Artavia Roberson, Illinois Program Supervisor  
Email: [aroberson@buildingwithbooks.org](mailto:aroberson@buildingwithbooks.org)
- BwB is an equal opportunity employer.