

Books Are Wings Program Assistant

Job Description: The focus of this position is to support and implement Books Are Wings (BAW) literacy programming. Job duties include sorting books, preparing book donations for delivery, and attending program events. Applicant must pass all background checks including state and national background checks and internet searches as allowed by law.

Position Title: Program Assistant (Part-time, 10-15 hours a week.)

Reports To: Executive Director

Status: Non-Exempt (hourly)

Our Mission: *Putting free books into the hands of children.* Books Are Wings seeks to provide every child with regular access to books. BAW works to engage students in their classrooms, at school functions, community events, and playgrounds. We believe that offering books to children in different environments instills a consistent message that reading is not just school work- it's a way of life!

Our Vision: We believe the power of literacy transforms the lives of children, their families, and communities for the better.

Our Values: Our organizational values are Community, Equity, Diversity, and Empowerment.

Books Are Wings is an Equal Opportunity Employer. BAW does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, medical condition, national origin, veteran status or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.

Pay rate: \$16-\$18 an hour, depending on experience

This position does not include benefits, but is eligible for earned PTO, as allowed by state and federal law.

Position Summary:

Duties and Responsibilities:

- Support and partner with the Executive Director and Outreach Coordinator.
- Conduct community and school events throughout Rhode Island, as needed each month to offer free books to children
- Assist in the preparation and implementation of BAW programs
- Responsible for sorting, counting, and organizing the books in the office so they are ready ahead of time for all scheduled events

- Participate in read-alouds to children at events
- Organize and prepare program materials
- Organize book drop-offs and pick-ups
- Support the organization with administrative duties as needed
- Other projects and duties as assigned

Skills and Qualifications:

- Field experience in Educational settings.
- Demonstrated written and verbal fluency in Spanish preferred, but not required.
- Experience working with diverse populations and communities.
- Skilled in interpersonal written and verbal communications.
- Strong organizational skills.
- Possess the ability to utilize the following skills/programs: Email, Google Docs, Microsoft office or similar.
- Flexible schedule, must be available days, nights, and weekends as needed.
- The ability to work independently, to take initiative, and manage multiple tasks.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels.
- Must have a valid driver's license and vehicle for transportation to BAW events.
- Hiring contingent on a clean national BCI/background check
- Regularly lifts and moves objects up to 40 pounds

How to Apply

- Email resume, cover letter explaining why you are a good fit for the position, and 3 references to info@booksarewings.org.
- No phone calls please.