

Job description: Create change and positive impact in our community by promoting reading and free books for kids! The South Sound Reading Foundation promotes literacy, learning and serves youth 0-18, especially those under served. Our goal is to increase the number of eager and engaged learners in our region. The SSRF staff plus a corps of volunteers work collaboratively to deliver our message and materials through a variety of programs, including, Storytime's, books clubs, book talks, and through attending community events. You will coordinate the Reading Foundations community outreach events and programs.

You will coordinate with the Reading Foundation's community partners and staff members to ensure the Foundation provides mission appropriate, impactful, and measurable programming. Professional training is available as approved by the Executive Director.

Major Responsibilities and Related Tasks:

- Develop new partners and relationships in the SSRF service area. Steward relationships with current SSRF government and nonprofit partners.
- Execute book purchasing and solicitation of donations of high quality new and used books, to ensure a diverse inventory.
- Complete necessary data tracking as it relates to books in and out of the inventory records.
- Attend and participate in weekly staff meetings.
- Oversee the Reading Foundation's yearly book drives.

Required Qualifications:

- Ability to work independently and adjust to a flexible schedule, which may include evenings and weekends.
- Enjoy working with people of all ages and ethnicities, including children in at-risk situations.
- Ability to develop creative programming, as it relates to the mission of SSRF.
- Able to lift 50 lbs. or more.
- Will need to clear a background check.
- Ability to access and use a computer for communications and record keeping.
- Ability to use personal cell phone for checking emails when working an upcoming event.
- Strong communications skills, organizational skills, and experience working with kids and families.
- Driver's license and own reliable transportation that may include driving through out Mason and Thurston County.
- Clean driving record

Desired Qualifications:

- Some college is preferred with a focus in education, children's literature, library science or related field.
- Outreach experience is a plus, as the position requires some ability to provide direct literacy outreach to families and caregivers, such as Storytime and book clubs.
- Bilingual Spanish & English speaker.

Job Type: Part-time

Salary: \$16.50 per hour

Work Location: In person

The South Sound Reading Foundation complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, creed, honorably-discharged veteran or military status, marital status, sexual orientation including gender expression or identity or qualified individuals with sensory mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to designated youth groups. This holds true for all Foundation employment opportunities. Inquiries regarding compliance and grievance procedures may be directed to Jennifer Williamson Forster, the Reading Foundation's Executive Director, 305 College St. NE, Lacey, WA 98516, (360) 412-4412. We hire only U.S. Citizens and lawfully authorized alien workers as per the Immigration Reform and Control Act of 1986. The South Sound Reading Foundation is a drug free/tobacco free workplace.