



## Lead Family Book Connector

December 2022

The Oakland Literacy Coalition (OLC) is seeking a self-motivated and personable Family Book Connector to distribute books and promote literacy with children and families around Oakland.

This is a part-time position based in Oakland, CA. Hours will vary by week (ranging from 10-15) depending on the number of scheduled events and are mostly during 8 am - 4 pm, Monday - Friday. There may be additional events on evenings and weekends.

This is an hourly position with compensation from \$18-20 an hour. The position includes sick leave.

### In this role you will:

- Represent the OLC at in-person book distributions at events around Oakland and surrounding cities for a wide range of communities.
- Lead a team, including volunteers, in event set up, making sure books are stocked and organized, and interacting with families (adults and children age 0-18) to help them choose books to take home.
- Share information and resources with families about how to support children with reading and literacy at home.
- Collaborate with the OLC team and organizational partners to ensure smooth operations and a positive experience for families.
- Present story-times and facilitate other literacy-related activities at events (where possible).
- Assist with projects in the OLC office (2744 E 11th Street), including but not limited to book pickups and administrative tasks.

### Knowledge, skills, and experience you'll bring to the OLC:

- First and foremost, you are a warm, enthusiastic, and hands-on individual who is excited about sharing a love of reading and literacy with Oakland children and families.
- You pride yourself on being reliable, dependable, and accountable to your work and team.
- Experience interacting with or providing services to families with children, formally or informally.
- Cultural competence and a commitment to effectively collaborate, communicate, and engage with people and communities of diverse backgrounds and histories, including communities where English is a second language.
- Able to think on your feet, problem solve, and adapt as event needs and circumstances arise/evolve.
- You are passionate about the OLC's mission and committed to educational equity and justice.
- Ability to lift boxes weighing up to 30 lbs, unpack books and move them.

- Ability to get to locations all around Oakland and surrounding cities, so having your own vehicle is beneficial.
- Familiarity with Google Suite products (Gmail, Google docs, Google sheets, etc)

## ABOUT US

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

For over a decade the OLC has convened practitioners and providers from across the literacy and education field in Oakland. We continue to build our network as trusted partners, forging collaboration and pushing for educational excellence and equity. This position will primarily work with our new partnership with Eat. Learn. Play and the Alameda County Community Food Bank, on the [Eat Learn Play Bus](#), but may also be asked to work at other community events that the OLC participates in.

We are in an exciting phase of strategic growth and organizational development to deepen our impact as an innovative, effective, and sustainable literacy hub for Oakland. Our passionate and entrepreneurial team, led by two women Founding Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

## TO APPLY

Please send a resume and cover letter to julia sen at [jobs@oaklandliteracycoalition.org](mailto:jobs@oaklandliteracycoalition.org). Please put "Family Book Connector" in the subject line.

## ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of underrepresented communities to apply for this role.*

In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.