

POSITION DESCRIPTION: Neighbor School Readiness Assistant

REPORTS TO: Impact Director

SUPERVISES: N/A

FLSA STATUS: Non-exempt

CATEGORY: Staff; average 20 hours per week; \$11 per hour

ESSENTIAL DUTIES:

- Process books (unpack books, add stickers and pockets, assign to sites) and purchase books
- Format MWFB handouts/booklists in Word and Publisher
- Data entry using Excel and cloud-based platforms
- Assist with preparation and clean up for workshops, including food prep and classroom set up
- Assist in creating early literacy supplies for program distribution
- Other tasks as needs arise

QUALIFICATIONS:

- Basic knowledge of MS Office Suite, audio-visual equipment, and basic office practices
- Honors diversity and interacts with clients in a culturally and linguistically sensitive manner
- Organizational skills with exceptional attention to detail
- Ability to work collaboratively in self-managed, team environment
- Skill in assessing and prioritizing multiple tasks, projects, and demands
- Initiative, enthusiasm, and motivation
- Dependability
- Excellent communication and positive interpersonal skills
- Current driver's license
- Transportation as needed for off-site duties
- Ability to work nights and weekends

Physical Demands/Working Conditions:

- Able to lift up to 30 pounds
- Intermittent physical activity including bending, reaching and prolonged periods of sitting
- Able to withstand weather conditions at outdoor events: heat, cold and wind

Please submit a letter of interest, resume, and contact information for three references via email to monica@makewayforbooks.org by May 24, 2019. No phone calls please.

To learn more about Make Way for Books, please visit: www.makewayforbooks.org.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

MAKE WAY FOR BOOKS conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All Make Way for Books staff members are expected to join with and uphold this commitment. Make Way for Books will ensure that persons with disabilities are provided reasonable accommodations.