



Job Description

Part-Time Book Programs Coordinator

Before You Apply

Please review the following to ensure this role is the right fit:

- This is a **part-time, on-site role (approx. 25 hours/week, Monday–Thursday during business hours)**
- Pay is **\$19.00–\$20.50/hour** (no health benefits)
- The role requires **frequent lifting and moving of boxes (up to 40 lbs)**
- Must have access to a **personal vehicle for local deliveries (mileage reimbursed)**

This position is ideal for someone who enjoys **hands-on work, organization, logistics, and working with volunteers in a mission-driven environment.**

Book'em's mission is to create a more literate Nashville and ignite children's passion for reading through book ownership and enthusiastic volunteers. We envision a future in Nashville where all children own books and know first-hand the joy and value of reading. Learn more at www.bookem-kids.org. We value and celebrate diversity and are proud to be an equal opportunity employer. If you are passionate about literacy, children, and community impact, we invite you to join our dedicated team.

Position Summary

The Book Programs Coordinator supports the day-to-day operations of Book'em's Books for Nashville's Kids (BFNK) program and special book distribution initiatives. Working closely with the Book Programs Manager and Assistant, this role helps manage inventory, coordinate logistics, and lead volunteers in book processing tasks. The Coordinator and Assistant report to the Book Programs Manager.

Work Schedule & Location

- **Hours:** Approximately **25 hours/week**, scheduled during regular business hours (Monday-Thursday, 8:00am-5:00pm). Occasional evenings/weekends required with advance notice.
- **Location:** On-site (must be where the books are)

Key Responsibilities

Book Logistics & Inventory Support

- Process book donations and purchases
- Fulfill book distribution requests
- Assist with book pick-up and book drop-off appointments
- Help prepare books for special projects (e.g., Habitat for Humanity, MNPS HERO Program)
- Deliver and collect books as needed (personal vehicle required; mileage reimbursed)
- Help manage inventory of books in on-site warehouse and off-site storage unit
- Coordinate overflow logistics for used books

Program Coordination

- Assist with scheduling and rescheduling book pick-up and drop-off appointments
- Complete forms and update documentation related to book inventory and logistics
- Monitor and restock supplies used for book processing
- Collaborate with the Book Programs Manager to assign volunteers tasks aligned with program goals
- Work closely with both the Manager and Assistant to ensure smooth program operations



Volunteer Leadership

- Lead, train, and support volunteer groups in book processing tasks
- Train and support individual volunteers in book processing tasks
- Help maintain a welcoming and organized volunteer environment

Administrative & Operational Support

- Help answer and direct phone calls and inquiries
- Support other staff members and Board of Directors as needed
- Assist with other duties as assigned

Relationship Building

- Foster positive relationships with volunteers, partners, donors, and staff to help ensure the success of Book'em
- Represent Book'em professionally and warmly in all interactions

Qualifications

Knowledge, Skills & Abilities

- Strong coordination, organization, and time management skills, with the ability to prioritize tasks and manage multiple responsibilities effectively
- Detail-oriented with solid problem-solving abilities
- Ability to work independently and proactively with minimal supervision, while also collaborating effectively within a team
- Experience leading or supporting volunteers or teams
- Excellent communication skills (written, verbal, and interpersonal)
- Comfortable working with diverse populations, including volunteers, educators, community partners, and business leaders
- Proficiency in basic office software; ability and willingness to learn internal systems
- Valid driver's license and vehicle insurance required

Education & Experience

- High school diploma or equivalent required; college coursework or degree preferred
- Minimum 1 year of relevant work experience (nonprofit, education, logistics, or volunteer coordination preferred)
- Volunteer experience, especially in literacy or youth programs, is a plus

Physical Demands & Work Environment

- Above moderate/frequent physical activity required
- Ability to lift and move up to 40 pounds frequently
- Manual dexterity and ability to handle books and materials
- Standing, walking, sitting, climbing, and balancing required
- Final candidate must pass a thorough background check
- Tobacco-free and gun-free environments at Book'em facilities and partner sites

Compensation & Benefits

- Hourly Rate: \$19.00-\$20.50/hour
- Part-time hourly non-exempt position
- Mileage reimbursement for work-related travel
- No health/medical benefits are available through Book'em
- Paid time off for holidays, vacation, and personal time included
- Opportunity to make a meaningful impact in the community and work with a talented and dedicated team

To apply for this position, please email the following to Melissa Spradlin at melissa@bookem-kids.org

Your resume and a cover letter addressing:

- how you are qualified for this position
- why this hands-on, logistics-focused role appeals to you
- your comfort with:
 - the physical nature of this role (lifting and moving boxes of books)
 - the pay range of \$19.00-\$20.50/hour with no health benefits
 - the hours and schedule (25 hours/week, 9:00am 3:00pm Monday through Thursday)
 - working in person on site
 - driving your personal vehicle as needed (with mileage reimbursement)

Equal Opportunity Employer – Diverse candidates are encouraged to apply.