



Job Opportunity - Bilingual Site Director (Spanish/English)

OUR MISSION

The mission of Books & Breakfast is to advance educational equity in partnership with Evanston/Skokie School District 65, disrupting the impact of systemic racism on Black and Latinx students and the gaps in resources for students who qualify for free and reduced lunch.

OUR VISION

Books & Breakfast envisions an Evanston community in which every child is understood to be a valued and connected part of the community, where every school community reflects this reality, and where every child is able to reach his or her full academic potential. B&B envisions an Evanston community that is actively committed to just and equitable outcomes for all its children.

POSITION AND RESPONSIBILITIES

This is a full time position.

- The Site Director position includes but is not limited to:
 - Communicate and build relationships with Spanish speaking families and students.
 - Supervision of elementary students, Northwestern University student tutors, volunteers and food staff at the morning program or in virtual learning.
 - Supporting and building relationships with B&B students, school staff and faculty, PTA leaders, parents of children in the program, and community partners.
 - Collect and compile assignments to be used in virtual tutoring.
 - Tracking evaluation metrics for the morning program.
 - Planning and executing program events, celebrations, and field trips outside of the morning program.
- The Site Director role occupies on average 25 hours per week of this position's time. The remaining hours are filled by a companion role which supports organizational infrastructure of Books & Breakfast. Companion roles are matched to the candidates skill sets. Possible companion roles are as follows:
 - Social Worker
 - Office Admin
 - Grant Writer
 - Communications/social media
 - Curriculum & Summer
 - Spanish Language Coordinator

WHO YOU ARE

- You are a persistent and creative community organizer, skilled at finding common ground with diverse members of diverse communities.
- You are a skilled and willing problem solver who actively identifies areas of concern and enjoys working towards solutions that incorporate input from key stakeholders.
- You value gaining on-going understanding with key stakeholders, looking to learn from parents,

fellow B&B staff, teachers, administrators and students in trying to bring B&B's mission and vision to life.

- You are skilled in using computers and technology.
- You are dedicated program manager who excels at handling the details that make a program run smoothly, but never loses sight of the big picture mission and vision.
- You are deeply committed to public education and social justice issues and to affirming the inherent value of all children.
- Bonus points if you have ties to the Evanston community.

WHAT YOU BRING TO THE TABLE

- Passion for the Books & Breakfast mission and ability to articulate its philosophy, values and practices.
- Experience in education or school programming, especially in multicultural and socio- economically diverse settings; elementary education and classroom management experience is a plus.
- Experience supporting and working with children and families across a broad level of developmental abilities.
- Experience in volunteer recruitment, training, and management.

QUALIFICATIONS

- Bachelor's degree or more preferred.
- Must be able to pass a background check.
- Fluent in Spanish and English.

TANGIBLE AND INTANGIBLE BENEFITS

- Starting Pay: \$57,500
- Health, Vision, and Dental Insurance
- Our Culture:
 - A team-oriented environment that sees you as a person, not just an employee.
 - A flexible and supportive work environment that cares about your work-life balance.
 - A mission driven organization that invites your leadership and partnership in working for equity in Evanston's schools.
- Training opportunities:
 - Quarterly supervisory sessions that help you identify strengths and areas for growth while providing opportunities for professional development.
 - Team meetings and retreats that equip you to be a better classroom manager, community organizer, and advocate for teachers, parents and students.
 - Trainings and workshops led by Northwestern professors, community leaders, teachers, principals, and others that help you better understand the history of Evanston, elementary curriculum, classroom management, and complex issues of equity in education.

APPLICANT INSTRUCTIONS

Email a concise, thoughtful cover letter, resume, and three professional references to:
kyleh@booksbreakfast.org