



## **Student & Family Assistance Associate**

40 hours a week

Communities In Schools of Central Texas (CISCT) recognize and value the significant lived experience of our alumni. The **Achieve the Dream Fellowship (ADF)** provides alumni of Communities In Schools with opportunities to develop their professional knowledge and skills through administrative work in a non-profit setting. This is an up to three-year opportunity, with an annual review and re-commitment check-in to evaluate progress and explore the interests with the fellow.

Communities In Schools of Central Texas' **Student and Family Assistance Department** provides financial assistance, school supplies, diapers, coats, hygiene products and much more to 1,000's of Central Texas youth and families.

As the **Student and Family Assistance Associate**, you will help administer basic needs initiatives while creating important processes, tools and partnerships that will build on the foundation for CIS' Student and Family Assistance Department. You will help design processes and materials that will support an expanded Assistance Program, assist in the preparation and distribution of supplies, and help coordinate seasonal initiatives (Ex: Coats for Kids). Additionally, you will have opportunities to collaborate with a diverse set of stakeholders: nonprofit community partners, CIS' volunteers & development department leadership, youth social services staff and our inspiring clients.

If you enjoy collaborating with others and getting things done, we can teach you the rest. Your work will lay the foundation for a program that will support young people and their families for years to come.

### **Qualifications:**

- Flexibility and eagerness to learn
- Knowledge of local resources helpful but not required
- Able to move/lift/push/pull/carry up to 20lbs with or without reasonable accommodation

### **Preferred Experience & Skills:**

- Ability to manage multiple projects at the same time
- Experience taking initiative on tasks
- Ability to work with diverse people, communities, and cultures

### **Training will be provided for the following primary responsibilities:**

- MS Office: Teams, Forms, Excel, etc.
- Collecting and analyzing feedback through end of year surveys and interviews
- Identifying community resources and creating and sharing resource lists
- Administrative responsibilities supporting Student and Family Assistance Department projects

**Communities In Schools of Central Texas**

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**[www.ciscentraltexas.org](http://www.ciscentraltexas.org)**