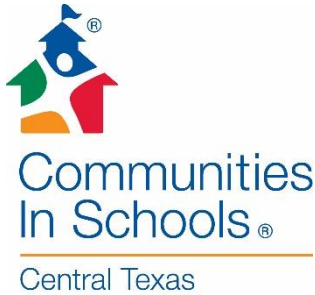


Volunteer Engagement Associate (40 hrs. a week)



Communities In Schools of Central Texas (CISCT) recognizes and values 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' **Community Outreach Department** oversees our Volunteer programs (Reading Buddies, Mentors, Tutors, Pen Pals) that support 1,000's of Central Texas youth.

As the **Volunteer Engagement Associate**, you will support our network of amazing community volunteers while gaining experience in a high-performing nonprofit serving thousands of youth. In partnership with the Community Outreach Specialist, you will onboard CISCT volunteers and provide ongoing support, communication, and appreciation to volunteers. You will receive hands-on learning about community outreach, engagement and volunteering programs and opportunities to collaborate with diverse stakeholders: community volunteers, nonprofit communications & development department leadership, youth social services staff and local employer partners.

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 volunteer programs helpful but not required

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.
- Volunteer Management Databases
- Collecting and analyzing feedback through end of year surveys and interviews
- Administrative responsibilities supporting Community Outreach Department projects

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