



**Job Title:** Program & Operations Support Student Worker  
(Communications & Admin)  
**Job Type:** Seasonal, Part-Time; Nonexempt  
**Reports to:** Senior Director of Community Investments & Operations

## Purpose

Waco Foundation is a nonprofit organization that provides grants and other charitable services in McLennan County, Texas. The student worker supports the Senior Director of Community Investments & Operations who supports the Foundation's proactive and responsive grants review and administration process, Capacity Building services, a community leadership skills development initiative and other operational activities at the Foundation.

## Nature of Work

This temporary, part-time position is suited for the individual who enjoys administrative/clerical task oriented work. Work at Waco Foundation is best suited for the individual who has a positive, service oriented attitude and a passion for improving the world, especially the local community.

## Job Qualifications

- A high degree of professionalism, discretion and personal integrity including the ability to appropriately protect confidential information;
- Basic office skills and the ability to demonstrate professionalism, diplomacy and flexibility;
- Solid organizational skills and the ability to multi-task when necessary;
- The ability to relate well and respectfully interact with a wide variety of people that comprise Foundation constituencies, as well as their diverse perspectives and cultures;
- Strong communications skills, both verbal and written;
- Computer literacy (Microsoft Office, the internet), experience with WordPress & social media is a plus;
- The ability to work independently;
- Reliable transportation and computer access
- Punctuality, attention to detail.

## Work Term and Hours

Part-time: The weekly schedule may vary, with students serving an average of 12-15 hours per week, with the maximum not exceeding 19 hours per week (on ad hoc basis). Foundation

business hours are Monday-Friday 9:00 a.m. – 5:00 p.m. This position works well for students with a flexible schedule, particularly those who take evening or online classes.

## **Rate of Pay**

Entry-level, part-time pay commensurate with education and experience.

## **Job Functions**

Student worker support activities include, but are not limited to the following:

- Back office grant and/or program administration including but not limited to organizing of materials/paperwork, filing, scanning, typing, data entry, compilation and report generation;
- Provide assistance by updating/posting and creating content for Today's Action Tomorrow's Leaders.org website and directory, social media sites, and E-newsletters;
- Assisting with the development, distribution, collection and assessment of program and service evaluations;
- Assisting with preparation and delivery of Capacity Building Program workshops, trainings, meetings and related activities (in-person or virtual);
- Corresponding with and/or researching outside entities in order to support organizational learning and advancement;
- Providing administrative and back office support to the Foundation's Executive Office as needed; and
- Assisting with reception duties (forwarding calls and receiving guests) for Waco Foundation.

## **Application Instructions**

The Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work ([wacofoundation.org](http://wacofoundation.org)).

Interested candidates should complete an application and email it with a cover letter and resume (in Word or PDF format) to Nicole Wynter, Sr. Director of Community Investments & Operations, at [nwynter@wacofoundation.org](mailto:nwynter@wacofoundation.org) with the subject line "Program & Operations Student Worker Position."

## **Disclaimer Clause (signed if an offer is extended and accepted):**

I have read the job description and understand the information contained in the job description. I further understand that this job description is not intended to and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or physical requirements/working conditions associated with this job. I may be required to perform additional tasks necessary to meet standards of quality service.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_