

Position: Family & Community Outreach Associate

Start Date: January 2020

Reporting to: Emily Morrison, CAO

Salary: \$45,000 + benefits

Austin Achieve is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top universities. The school currently serves nearly 2,000 scholars in Pre-kindergarten through 12th grades.

The Family & Community Outreach Associate will work with the Family & Community Engagement team. She/he will work to foster relationships and represent Austin Achieve as a high-quality, public education organization. The Family & Community Outreach Associate will implement all aspects of Austin Achieve's new family engagement program, including recruitment, retention, and appreciation activities.

Essential Duties and Responsibilities:

- Manage information using the Austin Achieve new family online database
- Conduct phone calls to new families to assist with the application and registration process
- Build and maintain strong relationships with prospective families
- Manage the school uniform store
- Conduct presentations at neighborhood centers, churches, and community fairs
- Promote new parent engagement through events at local businesses
- Participate in community fairs and other outreach events
- Participate in community block-walks
- Other family outreach and community engagement functions, as needed

Qualifications & Requirements:

- Spanish Fluency (oral and written)
***Please note** - Full-fluency is required as all essential communication will be conducted in Spanish and English.*
- Interest in education and family engagement
- Good public speaking and presentation skills
- High level of digital fluency – prior experience in CRM data entry a plus
- Excellent interpersonal and relationship-building skills – prior experience in customer service a plus
- Event coordination experience

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Highly organized, solid time management skills
- The ability to prioritize and juggle multiple projects at once
- Strong decision-making skills and the ability to succeed in a fast-paced environment
- Trustworthy and dependable
- Some evening and weekend work will be required

Please visit austinachieve.org/careers to submit your application, including a cover letter and resume. Applications without a cover letter will not be considered.

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