**Position Title:** Groups Program Assistant  

**Community Service Partner:** Mission Waco/World, Inc.

**Job Description:**

POSSITION SUMMARY - Assists and supports the Groups Program director to help create the diverse service-learning, educational and promotional experiences for volunteer groups.

FUNCTIONS OF THE POSITION - Becoming familiar with and supporting other Mission Waco staff and programs. Document and report information regarding the projects, group schedules, and experiences and other information. Communicating with staff, partners and participants to coordinate service projects. Working collaboratively with volunteer groups’ leaders to supervise volunteer experiences. Represent and promote Mission Waco, Mission World to volunteer groups.

REQUIRED SKILLS - Hard skills: Proficiency in technical and computer skills (Word, excel, phone and email). Reliable form of transportation and license. Some familiarity with facility management equipment (paint, lawn mowers, etc.). Time management and prioritization ability. Soft skills: Intentionality, personable, adaptable, motivated and eager to learn, mature and communicable Christian Faith and spiritual life.

LEARNING OUTCOMES - Familiarity with the program and volunteer coordination and project management, Fundraising and promotional experience. Ability to lead diverse groups of people., Administrative proficiency, Creative problem solving and flexible thinking/planning skills, Facility management skills. Experiential knowledge of the importance and impact of community service and poverty alleviation.

**Hourly Rate:** $10.00 - $11.50/hour (depending on new or returning student worker status and/or any recognized special skill level)

**Apply for Position:** Please attach and email your application materials ([application form](mailto:applicationform), resume, and cover letter) to office@missionwaco.org.

Please **DO NOT** send application materials to Student Employment.