William & Mary Community Engagement Fellow: Education Programs

The Community Engagement Fellow for Education Programs, based in the Office of Community Engagement, will report directly to the Associate Director and will increase the impact of our tutoring and mentoring programs in the local community as well as facilitating campus programming about issues of education equity.

About Education Programs
The Office of Community Engagement provides students with meaningful opportunities to engage as tutors and mentors to local youth through Project Phoenix, College Partnership for Kids, Lafayette Kids, and Pineapple Kids programs. Students involved in these programs gain skills as a tutor and mentor, practice critical self-reflection about their work, and develop a deeper awareness of social justice issues in education and other related social issues. The Fellow will work with the Coordinator of Education Programs to support these programs and establish additional partnerships.

Position Responsibilities

Project Phoenix – 40%
- Coordinate in-school volunteer placements and serve as a liaison between the Office of Community Engagement and the local schools
- Advise Project Phoenix executive board, including group and one-on-one advising
- Serve as the primary contact for approximately 4 – 5 local schools, meeting with principals, guidance counselors, other administrators, and teachers to establish and maintain a mutually beneficial partnership
- Support program logistics including recruitment process, tutor education, and Saturday Program planning
- Maintain program records including student database and attendance records
- Develop and implement assessment plans and processes

Campus Education Outreach – 30%
- Publicize education programs in a weekly email listserv, maintaining web content, regular posts to social media, creating newsletters, and other publicity efforts
- Plan and facilitate Ed Equity Dinners, a semester-long weekly discussion group for students addressing issues of education equity
- Support education-focused student organizations on campus through advising and programming, such as the Ed Programs Volunteer Fair and College Day
- Host and support events on campus to promote learning and action around educational equality issues
- Engage a diverse array of on-campus groups (fraternity/sorority community, athletics, and multicultural organizations) in meeting community and school-based needs

Pineapple Kids—20%
- Facilitate weekly direct service, education, training, and reflection with William & Mary students and K-12 students living at Pineapple Inn
• Serve as main contact and partner with Pineapple Inn Staff and W-JCC Schools Homeless Liaison

**OCE –10%**

• Serve as representative of The Office of Community Engagement and Ed Programs at events on campus and in the Community
• Meet with community organizations and members to explore additional education partnerships
• Professional development opportunities
• Other duties as assigned

**Qualifications**

**Required Skills**

• Ability to advise, train and mentor students and groups, facilitate student development
• Strong organizational skills for the coordination and implementation of programs
• Excellent interpersonal, oral and written communication skills

**Preferred Skills**

• Interest in and experience with social justice issues in education
• Interest in college student development and higher education civic engagement
• 1-3 years of experience with the above areas

This position requires some evening and weekend hours. The Fellow will also be part of a community of Fellows, and have the opportunity to participate in professional and personal development activities with other Community Engagement Fellows.