



Job Announcement Free Minds Program Specialist

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low-income families need to improve their educational and economic standing. Free Minds is a program of FC's College Hub, a new initiative offering support for low-income, nontraditional students to begin and complete college degrees.

In Free Minds, students take a two-semester course in the humanities taught by professors from Austin Community College and the University of Texas. As an affiliate of the Clemente Course in Humanities, a national education organization, **Free Minds is dedicated to creating a space where students can experience the power and pleasure of reflection.**

The Free Minds Program Specialist reports to the Free Minds Coordinator. This is an hourly 30-hour per week benefits eligible position. The starting pay is \$17-\$19 an hour, depending on qualifications.

Job Description: The Free Minds Program Specialist will serve as community liaison for the program, taking the lead on student recruitment and creating and building community relationships. He/she will coordinate our community workshops in writing and college skills as well as provide administrative and communication assistance to the Free Minds staff.

Primary Duties:

- Oversee year-round recruitment of Free Minds students, including building community connections and making presentations as needed to community partners, keeping all recruitment records, and determining recruitment strategy;
- Coordinate and develop ongoing community workshops in writing, financial aid, and other topics relevant to nontraditional students;
- Write, edit and design bi-monthly e-newsletter and send periodic emails to program constituents;
- Manage program's social media presence and update Free Minds website as needed;
- Create class handouts and course packets, and provide administrative support for the classroom;
- Oversee database migration and maintain alumni and program records;
- Help plan special events, including College Fair, annual alumni reunion, and graduation ceremony;
- Assist in selection of Free Minds students, including communicating with applicants, scheduling interviews, and providing on-site support during interview period.

Minimum Qualifications

Bachelor's degree, preferably in a humanities field; strong written and verbal communication skills; experience creating written materials for broad distribution; experience developing and maintaining community partnerships, including making presentations to diverse audiences; experience with Microsoft Office suite, including Word, Excel, and PowerPoint. A combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications

Master's degree in a humanities field; experience facilitating community education workshops; experience with Constant Contact and WordPress or similar programs; experience in higher education, especially teaching or facilitating a classroom.

To Apply

Please send a cover letter and resume to resumes@foundcom.org. Be sure to type Free Minds Program Specialist in the subject line. No phone calls or visits please.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.