

**Foundation Communities**  
*Austin, Texas*

**Mission Statement:** Foundation Communities provides first class, affordable homes and free onsite support services for thousands of working families with kids, as well as veterans, seniors, and individuals with disabilities. We offer an innovative, proven model that empowers our residents and neighbors to achieve educational success, financial stability, and healthier lifestyles.

**Internship Title:** Education and Community Building Assistant

**Responsibilities/Projects:**

Education Assistant Responsibilities

Work with Teen Program to create a service learning project and create summer academic enrichment curriculum including:

- Promote community partnerships that expand student opportunities for service learning and volunteerism.
- Serve as a liaison between community agencies and other FC program staff.
- Assist in developing and implementing academically-aligned curricula for service learning opportunities.
- Establish and maintain on-going communication with Neighborhood Project Director and other teen program staff regarding needs of program participants and youth in the community.
- Maintain student records and program outcomes as identified by Project Director, including documentation of student experiences.
- Prepare program reports when necessary.
- Other duties as assigned that relate to the service learning program.

Community Assistant Responsibilities

- Assist Program Director with special needs residents
- Assist Program Director with nonprofit administrative work such as grant reporting, database entry, etc.
- Assist with food pantry
- Promote events within apartment complexes and surrounding neighborhood

**Qualifications:**

- Significant volunteer experience providing educational and/or social services to economically disadvantaged individual, families or youth.
- Ability to organize and lead activities for middle and high school-aged youth.
- Comfort in working with people from diverse backgrounds

**Is there a language requirement? If so, please specify the language and level of proficiency needed.** Basic understanding in Spanish will be helpful but not required.

**Working Conditions:**

The Teen Education and Community Building Assistant will work within an established summer program for youth at an affordable housing community in south Austin. Most activities will take place on-site at the affordable housing community or nearby in the surrounding neighborhood. The Coordinator will be primarily responsible for developing service learning opportunities for youth but will have assistance from other program staff in implementation. Coordinator will also work with adult residents who may have mental health or physical health issues. Coordinator will be supported by on site social worker.

**On-site Supervisor/Mentor:**

Nanette Lukasik  
St. Elmo Neighborhood Project Director  
Foundation Communities/Sierra Vista  
4320 South Congress Ave.  
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**Mentorship Plan:**

Upon arrival in Austin, the Shepherd Program intern will receive an orientation to the work of Foundation Communities and to the specific neighborhood to which the intern will be assigned. This will include introductions to leaders of other local community groups and adult education providers with whom partnerships may be established for service learning opportunities for program participants. The intern will receive daily oversight, feedback and assistance from FC's St Elmo Neighborhood Project Director and other staff who work with youth in the neighborhood. More formal weekly mentorship sessions will also be scheduled

**Preparation:**

Helpful reading, but not required:

*Whatever It Takes: Geoffrey Canada's Quest to Change Harlem and America* by Paul Tough

*Beyond el barrio : everyday life in Latina/o America* / edited by Gina M. Pérez, Frank A. Guridy, and Adrian Burgos, Jr.

**Does the intern need to provide her own transportation? No, not necessary**