Title: Community Engagement Specialist  
Reports to: Assistant Director of Experiential Learning  
Expected Start Date: August 2020

The Center for Experiential Learning & Career Success (CELCS) is a one stop shop to help students prepare for life after Trinity from the first day they arrive on campus. The Center’s work includes connecting students to experiential learning opportunities as well as personalized coaching and advising.

The Community Engagement Specialist will strengthen experiential learning opportunities by supporting initiatives related to service, community partner relationships, and encouraging students to engage with the Experiential Learning office through marketing and outreach efforts.

The Community Engagement Specialist will be responsible for:

**Technology (25%)**  
- **GivePulse:** Oversee the GivePulse system and its users; meet with individual students, student groups, departments/offices to instruct others on how to use the system; create customized training modules; generate reports (number of volunteers, volunteer hours, etc.)

**Tiger Breaks (25%)**  
- Advise Trinity University’s Alternative Break program; supervise student leaders and oversee development of community service trips that take place during fall, winter, and spring break; trip components include community service, daily reflections, cultural excursions, and alumni engagement

**Internal Communication (25%)**  
- Responsible for EXL social media presence; promote programs/events; create newsletters; increase consistency throughout academic year. Encourage students to get engaged with our office and experiential learning opportunities.

**Other Community Engagement Initiatives (25%)**  
- Assist with campus fairs, such as the Ability Awareness Fair, Experiential Learning Fair, and Student Involvement Fair  
- Conduct site visits, when necessary, for volunteer events, service-learning courses, and the community federal work-study program