CraveABLEs Community Engagement Assistant

Description of Position

Help build meaningful connections between CraveABLEs and the community by planning mission-driven events, fostering partnerships, and increasing awareness of our mission to provide meaningful, year-round supported employment for individuals with intellectual disabilities. Flexible hours, schedule varies based on project/event needs but can be built mostly around candidate availability. Occasional evening/weekend events as needed.

The student will report to the Liberty University Federal Work Study Coordinator and the CraveABLEs Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

CraveABLEs
159 Mountain View Rd
Montview, VA 24502

Job Responsibilities

- Representing CraveABLEs at community events, resource fairs, schools, churches, and local organizations
- Coordinating informational tables, promotional materials, and community outreach initiatives
- Recruiting and engaging volunteers
- Building relationships with community partners, sponsors, and local businesses
- Planning and assisting with nonprofit events such as community partner storefront events, Impact Night, the CraveABLEs Cup Mini Golf Tournament, fundraisers, and other special events
- Coordinating vendors, volunteers, event logistics, timelines, and promotional efforts
- Educating the public about inclusive employment while creating welcoming, engaging experiences for community members and our ABLE staff

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher
- Pursuing a degree in Non-profit Management, Event Management, Hospitality Management, Communications

Pay Rate: $16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/Off-Campus-Work-Study---Student-Financial-Services_R0004548.