

**Mission Waco Urban REAP Internship  
Community Engagement Specialist**

**Name of Position:** Community Engagement Specialist

**Job Description:** Assist Urban REAP Director and Community Programs Coordinator in creating and executing programs that strengthen our community engagement

**Job Location:** Urban REAP, 1509 N. 15<sup>th</sup> Street, Waco, TX 76707

**Reports to:** Urban REAP Program Director

**Position Type:** Paid internship

**Hours:** 20 hours a week: flexible on scheduling but require afternoon/evening availability 1-2 days out of the week and occasional availability on weekends

**Duration:** January through December 2025

**Compensation:**

- \$15/hour, 20 hours a week
- Leave: 4 weeks unpaid time off; to be scheduled and spread out during academic calendar breaks.

**Essential Functions and Responsibilities of the Position**

- Plan out and facilitate programming for children, youth and families to engage with different topics related to nature, sustainability and creation care through REAP's educational and community programming; this includes after school programming, monthly Discovery Activities, tours, field trips, and free community workshops
- Develop a library of gardening and nature curriculum for after school programming and families to access
- Lead tours as available to visitors to share the mission and work of Urban REAP
- Create educational materials with Canva to be used during programming and around the space
- Support with the development of protocol and procedures for all educational supplies and spaces
- Attending outreach events as available to promote Urban REAP at partner events

**Additional Functions and Responsibilities**

- Assist with social media and website design to strengthen community engagement
- Assist in managing volunteers on short- and long-term projects around Urban REAP
- Assist with the essential day-to-day chores, including watering plants, compost bucket management, and feeding fish

**Required Hard Skills**

- Background in background in Environmental Studies, Ecology, Biology, Education, Public Health, or similar
- Preferred - bilingual Spanish

**Learning Outcomes:**

- Technical skills: community outreach and engagement, informal education skills, such as composting, plant science, gardening, integrated pest management, organic practices, and soil science
- Hands on experience of the benefits of and barriers to local food systems and Environmental nonprofit day to day operations
- Computer systems management, such as Google Suite, Square, Outlook, and online databases
- Interpersonal skills and communication skills with a variety individuals and settings (e.g. store front, education, tours)
- Project management, punctuality, responsibility, and professionalism

**Apply for position:** Please email Emily Hills at [urbanreapdirector@missionwaco.org](mailto:urbanreapdirector@missionwaco.org).