

## Western Theological Seminary Job Description

<b>Job Title</b>	Community Action House (CAH) Student Advocate
<b>Department</b>	Academic Office
<b>Reports To</b>	Financial Aid and Student Billing Coordinator
<b>Work Schedule</b>	3-4 hours per week September through April
<b>Date</b>	August 2023

### Summary of Responsibilities

In support of the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world,” the CAH Student Advocate fulfills work study community service hours by providing support to Community Kitchen (CK) patrons under the direction of the Community Kitchen manager.

### General duties and responsibilities (Other duties may be assigned)

1. Develop and manage a CK Children’s Center.
  - a. Provide interactive activities for children during the meal time to provide time for parents/caregivers to eat and socialize.
  - b. Create a more welcoming space to help patrons feel more comfortable bringing their children to the CK.
2. Enhance the welcoming environment in the Commons.
  - a. Be alert to and implement changes to support the diverse patron population.
    - i. Make signs in English, Spanish, or other applicable languages to share information.
    - ii. Create banners or signage in applicable languages to welcome patrons.
  - b. Secure resources from the community to provide services to patrons.
3. Create a story time on a regular basis for children who are CK patrons
  - a. Read to the children.
  - b. Develop and implement a plan to advertise the availability of story times to encourage the participation of CK patrons and community members.
  - c. Solicit book donations to supply books or materials for story time.

### Knowledge and Abilities

- Ability to work independently and cooperatively with others
- Experience engaging with a diverse population
- Self-motivated
- Trustworthy
- Reliable
- Ability to speak Spanish not required, but helpful

### Qualifications

- Demonstrated and approved need for financial aid; eligible for Federal Work Study
- Prior experience with literacy or community based programming
- Demonstrable mature Christian faith and commitment to ministry and service