

**E3 Alliance Community Engagement Associate
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263283>

Downloaded On: Oct. 2, 2025 12:59am

Posted Oct. 1, 2025, set to expire Nov. 29, 2025

Job Title E3 Alliance Community Engagement Associate
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Oct. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6610934>

Apply By Email

Job Description

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E3 Alliance Community Engagement Associate

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

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Job Posting Title:

E3 Alliance Community Engagement Associate

Job Description Summary:

E3 Alliance is looking for a dynamic and organized individual to provide critical support to the Center for Community Engagement through logistics coordination, project management, and operational alignment. This role ensures the smooth execution of organizational activities such as events, meetings, reporting, and cross-functional collaboration. The Community Engagement Associate will support the Senior Director of Community Engagement and serve as an operational partner to internal staff and external stakeholders.

Job Description:

Duties and Responsibilities:

Logistics and Operations

- Organize and align schedules, calendars, and appointments for department leadership and staff.
- Coordinate travel arrangements, process expense reports, and manage purchasing requests.
- Maintain purchasing and expense records, including reconciliations and grant coding.
- Oversee office supply inventory and department-wide protocols.

Meetings and Events

- Plan and arrange internal and external meetings (calendar invitations, agendas, notes, follow-up, logistics).
- Provide event support, including registration, setup/breakdown, catering, and security protocols.
- Ensure effective evaluation and reporting of events to inform future planning.

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Data and Project Tracking

- Maintain department dashboards, initiative tracking systems, and reporting data.
- Co-create and update project initiative plans with leadership to ensure visibility of progress.
- Gather and compile data for performance dashboards, event evaluations, and grant reporting.

Partnerships and Communication

- Maintain organized and accessible contact lists for community partners.
- Communicate effectively with internal and external stakeholders to foster collaboration.
- Represent the Center for Community Engagement in professional communications with partners.

Cross-Functional Collaboration

- Lead or participate in taskforces and special projects.
- Support internal grant reporting processes, ensuring timely submissions.
- Contribute to organizational systems improvement through dashboards, templates, and reporting mechanisms.

Qualifications:

Education

- Associate degree or equivalent professional experience.

Experience

- Minimum of 3-5 years of experience in operations, project coordination, or event logistics.

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Preferred Qualifications

- Experience in nonprofit, education, or community engagement settings.
- Strong data management and reporting skills.
- Experience in project management and working with Wrike.
- Experience in hosting virtual meetings in Teams and Zoom.
- Experience with maintaining purchasing and expense records, and following organizational financial /accounting procedures

Required Specific Skills

- Excellent organizational and project management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and project tracking tools.
- Ability to manage multiple priorities and meet deadlines.
- Experience in hosting and providing logistical support for virtual meetings.
- Experience in hosting and providing logistical support for in-person meetings.
- Strong problem-solving and collaboration skills.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff

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have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$60,000-\$63,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

To be considered for this position applicants must complete both of the following steps:

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

Number of Openings:

1

Job Posting Close Date:

October 15, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

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The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Community-Engagement-Associate_R-8462

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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