

# Community Advisor Job Description

We are looking for three Community Advisors (CAs) to join our team as peer leaders to help build an inclusive, fun, safe, and independent-living experience. We work to provide an environment for young adults to experience growth, productive struggle, and to develop personal life skills that set them up to succeed during SITC. This leadership position takes about 8-10 hours a week.

As a Community Advisor, you will

- Get a \$2000 discount on your housing fee
- Attend 3.5 days of pre-semester training
- Receive weekly coaching and support to develop in this role
- Make strong meaningful connections with your fellow Fellows as a peer leader
- Gain experience as a peer coach making a difference in the lives of other students
- Gain event planning skills and become a better problem-solver

## Key Responsibilities

### Build Inclusion and Belonging & Get your Peers to Try New Things

CAs play a big part in helping fellows get comfortable in their new lives and new city. Your role is to lead “after hours” options for fellows to get to know each other and their new city.

- CAs lead three Community Life events each month of their own design that are accessible to the full cohort.
- They develop ways for the cohort to gather, get to know one another, and explore Boston - virtually and in real life.

### Take Agency and Be a Lead Problem Solver at the Allston Apartments

College for Social Innovation provides a semi-independent living experience with some nearby supports. You as the CA play a key role in not only cultivating a positive living experience and help to solve problems when they arise.

- CAs support fellows to build independent living skills and refer more complicated issues to CFSI staff to ensure that there are no prolonged issues.
- Facilitate mid-semester roommate meetings to check in on apartment and roommate status.
- Facility administration: Assist with opening the apartments at the start of the semester and closing them out at the end. Maintain key inventory and be able to operate keys to CFSI facilities
- Emergency Response/On-Call - CAs help resident fellows respond to emergencies and non-emergencies within the apartments.
- CAs are attentive to resident safety and apartment security as outlined in the CFSI Housing Policy, CFSI Code of Conduct. As a peer helper, the CA educates residents on their actions and decisions while informing them about their actions' impact on the entire community.

## Support your fellow Fellows to Build and Balance Health and Wellbeing

CAs are a nearby resource for those who are having challenges adjusting and play a key role as advocates for the cohort, as well as an important feedback loop to staff.

- Develop an open and honest professional relationship with each Fellow in your assigned sub-group (your “CA pod”). Meet 2-3 times individually, across the semester, with each member of your CA Pod.
- Be a role model of effectively balancing your work responsibilities, academic achievement, and personal well-being.
- Be familiar with the morale of those in your CA Pod and aware of potential conflicts.

## Support Smooth Operations in our Learning Community

Our two courses, whether meeting in person or virtually, are opportunities to create a welcoming community space focused on learning and sharing. CAs contribute to that effort by

- Taking attendance
- Arriving early to in-person classes to set up classroom materials, and take responsibility for making sure the rooms are prepped and ready to go.
- For synchronous Zoom classes: monitor the chat and help the instruction spot questions and comments.

## Qualifications and Mindset

- Strong leadership, public speaking, and communication skills
- Proven organization and logistical skills
- Ability to get along with residents of various cultures and backgrounds
- Strong problem-solving skills and ability to respond to and assess urgent situations
- CAs must live in the Allston apartments
- CAs may not take on an additional job without approval from the Chief Program Officer

## Does This Sound Like You? Apply!

Let us hear from you! We are looking to fill this role six weeks before the start of the semester

- [Apply to be a Community Advisory](#)
- Include an updated resume or LinkedIn profile.
- If you have any questions please contact [info@collegeforsocialinnovation.org](mailto:info@collegeforsocialinnovation.org)