Gephardt Institute Fellowship for Engage Democracy
Position Overview for 2019-2021

**Position Overview**
The Gephardt Institute for Civic and Community Engagement fosters a vibrant culture of civic engagement throughout Washington University, realized by engaged citizens, scholarship, and partnerships that advance the collective good. The institute serves the entire Washington University community of students, staff, faculty, and alumni. The Gephardt Fellow will serve as an essential member of the student staff for two years, advancing the signature initiatives and strategic priorities in the Engage Democracy Initiative. In addition, the Gephardt Fellow will work to research best practices, assess, and evaluate programs within the Engage Democracy Initiative.

Working closely with the *Engage Democracy* team, including the Assistant Director for Civic Engagement Education, Voter Engagement Fellow, and second-year Gephardt Fellow for Engage Democracy, this position is responsible for supporting non-partisan and ideologically inclusive programs that cultivate life-long commitment to engagement in democracy among WashU students, staff and faculty. The Gephardt Fellow will be at the forefront of organizing research-backed strategies for voter registration and voter engagement activities across WashU ahead of the 2020 election cycle. Additionally, this position will assist in the implementation of other key programs and activities of the Engage Democracy Initiative that promote the development of student knowledge, skills and lifelong commitments to a thriving democracy. This position works closely with numerous WashU student groups and campus partners to advance the mission of the Gephardt Institute. This is a non-partisan position and will be supervised by the Assistant Director for Civic Engagement Education.

**Specific Responsibilities**

1. Lead the planning and implementation of activities to ensure compliance with university policies, and increase voter registration, education and turnout of WashU students - particularly among target segments that have had historically lower rates of participation. Develop and submit written plans to national partners with guidance from the Assistant Director for Civic Engagement Education.

2. Co-lead all voter engagement activities includes setting voter registration and turnout goals implementing strategies; coordinating, attending and supporting steering committee meetings; and reporting progress toward goals to the steering committee on an ongoing basis. Recruit, coordinate and lead trainings for WashU Votes student volunteer meetings to keep students engaged year-round in strategies for voter engagement efforts.

3. Support the Assistant Director for Civic Engagement Education and Engage Democracy Team in design and development of key components of the Engage Democracy Initiative. This may include researching best practices for effective engagement and program
creation/implementation with college students from peer institutions, engaging campus and community partners as co-educators, assessment and evaluation efforts, and development of written materials and creation of train-the-trainer modules.

4. Support the planning and implementation of major events and activities related to the Engage Democracy Initiative, including events such as Constitution Day, National Voter Registration Day, and Election Day tabling, panels, speakers, civic dialogue events, etc.

5. Contribute to the development of campus partnerships for the Engage Democracy Initiative, meeting with key stakeholders across academic and non-academic units, student government bodies, student groups, etc. Build new and upon existing relationships with student groups, faculty, and staff across campus to host events, share communications, and build voter engagement and energy around engaging in democracy.

6. Work with the Communications team to develop strategy and copy for key communications for the Engage Democracy initiative.

7. Attend and support on-campus efforts for Election Day including polling location set-up and support.

8. Serve as an essential member of the Engage Democracy team to support student outreach, voter engagement, Engage Democracy workshops, public policy initiatives, and civic dialogue programs.

9. Collaborate with the Engage Democracy Gephardt Institute staff to complete other duties as necessary, including grant writing and review, communications, etc.

Serve as an essential member of the Gephardt Institute staff:

a) Attend kick-off staff retreat and bi-monthly staff meetings for ongoing professional development and office-wide coordination.

b) Support Gephardt Institute office efforts including staffing the reception area, supporting special events, and posting flyers as needed.

c) Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.

d) Write a semester report and update position manual each semester with the second-year Gephardt Fellow for Engage Democracy.

e) Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates

- Initiative and professionalism
- Professional oral and written communication skills
- Strong interpersonal & organizational skills
• Flexibility and creative problem-solving skills
• Ability to function both independently and collaboratively in team-based environment
• Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
• Commitment to civic engagement
• Demonstrated experience with workshop design and facilitation.
• Demonstrated experience and enthusiasm for voter and/or democratic engagement work.
• Interest in learning assessment and evaluation.
• Ability to establish and maintain collaborative relationships with faculty, staff, students, and community partners
• Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies
• Established practices of mindfulness or self-care in a high-pace work environment

**Time Commitment and Expectations**
The Gephardt Fellow is expected to work 10 hours for four academic semesters. Weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on the student’s schedule, often include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday.

**Professional Development and Evaluation**
The Fellow will receive training and orientation in the first semester to become familiar with the Gephardt Institute. The Fellow will meet with a supervisor weekly, set goals each semester, will write reports each semester, and will receive ongoing performance feedback and coaching.

**The deadline to apply online is Friday March 1, 2019.**