Voter Engagement Fellow
Full-Time Position, May – November 2020,
AND Paid Internship in Spring 2020

Position Overview
The Gephardt Institute for Civic and Community Engagement is hiring a current undergraduate senior to work part-time as a Voter Engagement Fellow in spring 2020, then transition into a full-time six-month position following commencement through November 2020. The Voter Engagement Fellow serves as the primary leader and manager for all Gephardt Institute initiatives associated with election year programming, with a focus on engaging undergraduate students. This includes voter education and engagement around voter rights; voter registration; on-campus polling place coordination; overseeing strategies to increase voter turnout; and support for related programming. The Voter Engagement Fellow reports to the Assistant Director for Civic Engagement Education and will collaborate frequently with staff, faculty, student leaders, student groups, and community partners in the development and implementation of a robust and comprehensive Engage Democracy Initiative at Washington University. This position requires non-partisanship.

Responsibilities include, but are not limited to, the following:

• Voter Registration (35%)
  o Lead voter registration efforts for Washington University by coordinating a Voter Engagement Steering Committee and leading WashU Votes volunteer efforts.
  o Develop and implement campus programming and communications to encourage voter registration and answer common questions.
  o Manage TurboVote, the Gephardt Institute’s online platform for national voter registration and reminders.
  o Collaborate with and train student groups, departments, and individuals who are invested in voter registration.
  o Maintain regular contact with the County Election Board and campus officials responsible for assuring federal and local compliance to coordinate an on-campus polling place.

• Programming (35%)
  o Manage election-year programming and initiatives that engage the campus community.
  o Develop and coordinate Gephardt Institute initiatives such as voter registration drives, Constitution and Citizenship Day, National Voter Registration Day, orientation and outreach for incoming students, support for Common Ground Grant recipients, and planning for other Gephardt Institute sponsored events related to the election.

• Marketing and Communications (20%)
  o Manage communications related to election year programming. This includes maintenance of a robust website and a strong social media presence, handling inquiries and collaboration requests from on-campus and off-campus organizations, and collaborating with the Marketing and Communications Manager in the development of communication materials and strategy.

• Special Projects (10%)
  o Serve as special assistant to the directors of the Gephardt Institute. This includes management of special projects and assignments, representation at meetings, conducting
research on best practices in voter engagement, collaborating with the Assistant Director for Strategy and Evaluation on assessment of impact, and authoring plans and reports.

Serve as an essential member of the Gephardt Institute staff:

- Attend staff retreats and staff meetings for ongoing professional development and office-wide coordination.
- Participate in special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- 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
- Strong interpersonal and written/verbal communication skills
- Strong organizational, problem-solving, project management, and event planning skills
- Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
- Enthusiasm for civic engagement through the political and electoral process
- Ability to function both independently and collaboratively in team-based environment
- Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
- Enthusiasm and ability to work in a dynamic environment with multiple functions, audiences, and priorities
- Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies
- Knowledge of undergraduate organizations, opportunities for outreach, and campus groups
- Ability and willingness to work frequent evening and weekend hours in service to students and to the institute’s mission

Eligibility
Washington University undergraduate students who are seniors during spring 2020 and planning to graduate in May 2020 are eligible to apply. All majors welcome. 3.0 minimum GPA.

Time Commitment
This position is for a graduating undergraduate student and will be part-time during spring semester at approximately 10 hours per week, beginning January 2020. Following graduation, the position will convert to a full-time six-month temporary position. The Fellow is welcome to negotiate time off before and after graduation before the full-time role begins. The position will end no earlier than November 19, 2020, and must conclude exactly six months after full-time work begins.

Compensation
This position is not eligible for benefits.
Spring 2020 (part-time): $12 per hour for 10 hours per week.
Summer/Fall 2020 (full-time): $15 per hour for 37.5 hours per week.

Application Process
The priority application deadline is December 2, 2019. To apply, please complete an online staff application form and submit your resume and cover letter. For more information, please contact: Theresa Kouo, Assistant Director for Civic Engagement Education, theresa.kouo@wustl.edu.