



Washington
University in St. Louis
GEPHARDT INSTITUTE FOR
CIVIC AND COMMUNITY ENGAGEMENT

Gephardt Institute Fellowship for Engage Democracy
Position Overview for 2021-2023

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 leading graduate student engagement for the Engage Democracy Initiative. 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 non-partisan graduate student engagement strategy for the Engage Democracy team, including convening graduate student leaders, coordinating voter engagement efforts, developing graduate student specific materials, and co-creating programming, in compliance with university policies.
2. Coordinate with Student Engagement Coordinator and WashU Votes student executive leaders to align year-round undergraduate voter engagement efforts with graduate student efforts, including strategies and major event such as Constitution Day, National Voter Registration Day, and Election Day.
3. Serve as an essential member of the Engage Democracy team to support student outreach, voter engagement, Engage Democracy workshops, and civic dialogue programs, with opportunities to create and lead emergent programs or projects.

4. Work closely with the other Gephardt Fellow for Engage Democracy to ensure continuity of projects and relationships, share institutional knowledge, and divide responsibilities appropriately for each individual's context.
5. Collaborate with the Engage Democracy and Gephardt Institute staff to complete other duties as necessary, including communications strategies, funding proposal writing and review, conference proposals, and more.

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

Eligibility

Interested applicants must be seeking a Master of Social Work degree at Washington University's Brown School and able to commit to four consecutive Fall/Spring academic semesters with the Gephardt Institute. Advance standing students are ineligible. Those seeking a dual- or joint-degree may apply if able to commit to the four consecutive semester requirement, but will only be eligible for the scholarship during semesters enrolled in the Master of Social Work program.

Time Commitment and Expectations

The Gephardt Fellow is expected to work 10 hours/week for four academic semesters. The weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on the student's

schedule, may 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 Monday, March 1st, 2021.