Community Engagement Coordinator
Paid Internship Fall 2019 - Spring 2020

**Position Overview**
The Gephardt Institute for Civic and Community Engagement is hiring a paid Community Engagement Coordinator. The Coordinator will work closely with the Community Engagement team to cultivate meaningful and mutually beneficial partnerships between Washington University and community-based organizations. This position is responsible for ensuring that community partners have a positive experience when approaching the university. The Community Engagement Coordinator will work to develop strategies to receive, catalog, and direct inquiries from community partners.

**Responsibilities include, but are not limited to the following:**
1. Oversee and coordinate the Community Engagement Tours to ensure proper organization of rsvp list for the Gephardt sponsored guided bus tour to introduce campus and community partners to new perspectives in the community.

2. Contribute to the development of best practices for intake and referral of community partners at the university setting.

3. Serve as front line staff member receiving inquiries from community partners.

4. Develop and implement strategies for managing inquiries.

5. Manage and maintain internal database of community partner organizations.

6. Serve as primary Institute coordinator of STLVolunteer, an online database of local non-profits managed by the United Way of Greater St. Louis. Encourage community partner participation, encourage and monitor usage by the WU community, and identify opportunities for improvement.

7. Connect organizations with students, faculty, and staff seeking community-based partnerships. Solicit eNewsletter submissions from community partners to publicize opportunities to the campus community.

8. Serve as an essential part of the Community Engagement team, which may include assisting in the coordination of outreach efforts, community partner site visits, engaging with campus stakeholders, and assisting with community engagement events.

**Serve as an essential member of the Gephardt Institute staff:**
- Attend staff retreats and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support office efforts including staffing the reception area, supporting special events, and posting flyers as needed.
- Participate in special events such as the Community Service Fair, Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and contribute to a position manual each semester.
- 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**

- Knowledge of the St. Louis community
- Excellent customer service
- Initiative and professionalism
- Professional oral and written communication skills
- Strong interpersonal and organization skills
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity
- Sense of humor
- Commitment to civic engagement
- Ability to establish and maintain collaborative relationships with faculty, staff, students, and community partners

**Time Commitment and Expectations**

Weekly time commitment may fluctuate depending on responsibilities. The Community Engagement Coordinator is expected to work ten hours per week.

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.

This position may include visits to community partners. The Coordinator must have access to a valid Driver’s License and must have access to reliable vehicular transportation.

**Eligibility**

Washington University students who will be undergraduates during the 2019-2020 academic year are eligible to apply. Applicants must have and maintain a 3.0 minimum GPA. Preference given to Federal Work Study eligible applicants, but all students are welcome and encouraged to apply.

**Duration**

The internship is for fall 2019 and spring 2020 with the possibility of continuation.

**Remuneration**

$9.00 per hour, payable bi-weekly.

**Application Process**

Applications are due Friday, March 29, by 5pm. To apply, please complete an online staff application form and submit your resume and cover letter. For more information, please contact: Stefani Weeden-Smith, Assistant Director for Community Engagement, weeden-smith_s@wustl.edu.