Engage Democracy - Civic Engagement Education Fellow
Paid Internship for Fall 2019 – Spring 2020

**Internship Overview**

The Gephardt Institute for Civic and Community Engagement is hiring for a paid graduate student intern to serve as the Civic Engagement Education Fellow as part of the Engage Democracy Initiative. The Civic Engagement Education Fellow leads the design, communication, coordination, facilitation, and evaluation of Engage Democracy trainings, presentations or workshops designed to equip Washington University students with knowledge and appreciation for the process of democratic engagement. Workshops teach students the tools for informed voting, government literacy, avenues for contacting elected officials, media literacy, and introduction to public service. These trainings will be designed to be non-partisan and ideologically inclusive. The Civic Engagement Education Fellow will report to the Assistant Director for Civic Engagement Education, and will collaborate with staff, faculty, student leaders, student groups, and community partners in the development and implementation of Engage Democracy trainings.

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

- Lead design and development of Engage Democracy trainings, presentations and workshops. This includes researching existing curricula, best practices, checking in with partners about training needs, and identifying campus or community experts to inform the design of trainings.

- Collaborate with other Gephardt Institute Fellows and professional staff on aligning the trainings to the Gephardt Institute Theory of Change, assessing impact, and retooling training design accordingly.

- Manage coordination with campus partners to finalize logistics. This includes handling inquiries, scheduling, understanding space set up and capabilities, audience attributes and needs, workshop topic(s), securing trainers, and preparing materials. Prior to trainings, lead room set up and if not facilitating, support trainers throughout the training.

- Manage communications related to Engage Democracy Trainings. This includes handling inquiries and collaboration requests from campus organizations, and collaborating with the Marketing and Communications Manager in the development of communication materials, strategy, documentation and follow up story telling.

- Support cultivation and maintenance of campus partnerships with departments, student groups, and units that may host Engage Democracy trainings. This includes existing partnerships and collaboration requests for bringing Civic Engagement Education trainings to existing infrastructures.

- Contribute to the Engage Democracy team as a thought partner and team member to support overall goals of the initiative.
Serve as an essential member of the Gephardt Institute staff:

- Attend kick off staff retreat and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and update the Coordinator 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

- Initiative and professionalism
- Strong interpersonal and written/verbal communication skills
- Demonstrated experience with meeting, training, or workshop design and facilitation
- Enthusiasm for democracy and civic engagement through the political and electoral process
- Strong organizational, problem-solving, project management, and event planning skills
- Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
- 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 audiences and priorities
- Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies

Eligibility
Washington University students who will be graduate students during the 2019-2020 academic year are eligible to apply. All schools welcome. Students must be in good standing with the university and cannot be on academic probation. Preference is given to Federal Work Study eligible applicants though all students are welcome and encouraged to apply.

Time Commitment & Duration
Weekly time commitment may fluctuate depending on responsibilities. The fellow is expected to work approximately 10 hours per week during two academic semesters (fall 2019 and spring 2020). Hours are flexible based on student’s schedule, sometimes include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. All Gephardt Institute interns are expected to attend the Student Staff retreat at the start of the fall 2019 semester. Ideally, the fellow will be available for transition meetings in April 2019.

Compensation
$12.00 per hour, payable bi-weekly.

Application Process
To apply, please complete a staff application form through the Gephardt Student Internship Program website and submit a resume and a cover letter. Curriculum samples can be included and will be requested of finalists who are invited to interview. If you have any questions about the position or process to apply, please contact the Associate Director and Chief of Staff, Shruti Desai, at shrutipdesai@wustl.edu.