Engage Democracy Coordinator
Paid Undergraduate Internship for Fall 2019, Spring 2020, and Fall 2020

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as the Engage Democracy Coordinator. The Engage Democracy Coordinator will report to the Assistant Director for Civic Engagement Education, and will partner with professional staff and other student interns to coordinate the administration and logistics of a wide range of non-partisan events, programs, funding, and outreach aligned with the Engage Democracy Initiative. Specifically, the coordinator will support logistics for team meetings, planning for Meet the Leader speakers and other initiative events, public policy programs and events, administration of Common Ground Grants and Election Year Program grants, and Engage Democracy workshops or trainings as needed.

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

- Support the Assistant Director for Civic Engagement with organizational logistics, documentation, and calendaring for all Engage Democracy team meetings
- Assist with Engage Democracy event planning and logistics coordination including room reservations, catering orders, communication plans, day-of set up or break down, and tabling when needed
- Coordinate administration of the Common Ground Grants and Election-Year program grants with the broader Civic Engagement Fund, including reviewing Letters of Intent, answering applicant questions, connecting applicants to grant committee chairs, coordinating logistics for committee communication and meetings, and managing files
- Work across the marketing and communications and the assessment teams for event promotion and follow up evaluation
- 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 undergraduate students during the 2019-2020 school year and fall semester of 2020 are eligible to apply. All majors and 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 coordinator is expected to work approximately 10 hours per week during three academic semesters (fall 2019, fall 2020, 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 coordinator will be available for transition meetings in April 2019.

Compensation
$9.00 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. 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.