Blood Drive Coordinator
Paid Internship for Fall 2020 and Spring 2021

**Internship Overview**

The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as the university-wide Blood Drive Coordinator for the fall 2020 and spring 2021 semesters, with opportunity for continued employment. The Blood Drive Coordinator oversees the coordination, communication, implementation, and evaluation of the four annual blood drives at Washington University, in collaboration with the student Blood Drive Leadership Team and the professional staff representing the Gephardt Institute, American Red Cross, and Mississippi Valley Regional Blood Center. This position is funded cooperatively by the three aforementioned organizations and the intern will have the opportunity to work with each of them. This is a unique opportunity to gain leadership experience, to participate on a team of motivated, passionate individuals, and to strengthen Washington University’s contribution to the blood supply in the St. Louis region. Responsibilities include, but are not limited to, the following:

**Blood Drive Coordinator Responsibilities**

1. Serve as the lead Washington University contact for the blood drive initiative, including during drives and at relevant meetings and presentations.

2. Provide leadership to planning processes, including development of timeline & operational plan, program enhancements, meetings with blood banks, and coordination of all marketing, outreach, & logistical efforts.

3. Manage event logistics, including: room reservations, staff scheduling, troubleshooting, administrative preparations, and organizing supplies.

4. Collaborate with three Blood Drive Team Leaders to lead a group of 15-20 volunteers on the Blood Drive Leadership Team who champion blood drives through marketing & outreach, event leadership, planning, and assessment.

5. Lead education, awareness, inclusion, and advocacy efforts in collaboration with the Blood Drive Leadership Team, Gephardt Institute staff, and other campus groups.

6. Coordinate design and implementation of marketing and communications to prospective and confirmed donors and volunteers.

**Serve as an essential member of the Gephardt Institute staff**

- Attend kick off staff retreats each semester and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including supporting special events and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Community Service Fair, Activities Fair, Meet St. Louis, Gephardt Institute sponsored events, and other relevant outreach.
• Assist students and student groups seeking information about civic engagement opportunities through on-campus groups and off-campus agencies.
• Write a semester report and update the Blood Drive 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 community standards.

**Desired Qualities of Successful Candidates**
- Initiative and professionalism
- Professional oral and written communication skills
- Strong interpersonal & organization skills
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity
- Sense of humor
- Commitment to team approach
- Commitment to civic engagement
- Enthusiasm, passion, & creativity
- Commitment to the importance of blood donations; experience as a donor or volunteer is not required
- Experience with the Blood Drive Leadership Team or blood drive coordination a plus, but not required

**Time Commitment**
Weekly time commitment may fluctuate depending on responsibilities. The intern is expected to work approximately ten hours per week. Hours are flexible based on student’s schedule, occasionally 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 a retreat that is scheduled at the beginning of the semester. Ideally the Blood Drive Coordinator will be available for the Blood Drive on March 31 as well as transition meetings beginning in April 2020.

**Duration**
The internship is for fall 2020 through spring 2021.

**Eligibility**
Washington University students who will be undergraduates in 2020 and 2021 are eligible to apply. Applicants must be in good standing with the university and cannot be on academic probation. Preference is given to Federal Work Study eligible applicants, but all students are encouraged to apply.

**Remuneration**
$10.00 per hour, paid bi-weekly.

**Application Process**
Applications are due online by **Monday, March 2 by 5:00pm**. To apply, please complete a [staff application form](#) through the Gephardt Student Internship Program website and submit a resume. 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 Chief of Staff, Shruti Desai, at shrutipdesai@wustl.edu.