Engage Democracy Assistant
Paid Undergraduate Internship for Fall 2021 – Spring 2022

Internship Overview

The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as the Engage Democracy Assistant. The Engage Democracy Assistant will report to the Student Engagement Coordinator, 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 assistant will support logistics for team meetings, public engagement events, administration of Common Ground Grants, and contribute as an active member of WashU Votes.

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

- Assist with the planning and logistics coordination for Engage Democracy public events including room reservations, catering orders, communication plans, day-of set up or break down, virtual set-up and production, and tabling when needed
- Coordinate administration of the Common Ground Grants program with the broader Civic Engagement Fund, including reviewing Letters of Intent, answering applicant questions, connecting applicants to grant committee chair, 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
- Support WashU Votes as a voting member with responsibilities for sending out meeting reminders, attending weekly executive board meetings and general body meetings every other week, taking notes during meetings, assisting co-chairs in the management of WashU Votes, and creating PowerPoints for general body meetings
- Support the Associate Director for Civic Engagement with organizational logistics, documentation, and calendaring for all Engage Democracy team meetings
- 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 Assistant 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 2021-2022 school year 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
Weekly time commitment may fluctuate depending on responsibilities. The Assistant is expected to work approximately 10 hours per week. Hours are flexible based on student’s schedule, sometimes include evening/weekend commitments, and generally occur in the office between 8:30 a.m. to 5 p.m. Monday through Friday.

Compensation
$11.50 per hour, payable bi-weekly.

Duration
The internship is for fall 2021 through spring 2022, with the possibility of renewal the following year if mutually desired.

Application Process
Applications will be accepted on a rolling basis through Friday, September 3 at 5 p.m. 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 Shannon Burke-Kranzberg, Chief of Staff, at shannon.burke-kranzberg@wustl.edu.