



# Voter Engagement Coordinator

## Position Announcement

 Washington University in St. Louis

GEPHARDT INSTITUTE FOR  
CIVIC AND COMMUNITY ENGAGEMENT

To Apply:  
[jobs.wustl.edu](https://jobs.wustl.edu)

## About The Gephardt Institute

The Gephardt Institute for Civic and Community Engagement's mission is to foster a vibrant culture of civic engagement across Washington University, realized by engaged citizens, scholarship, and partnerships that advance the collective good. Through both academic and co-curricular initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to community needs and priorities, and infuses civic engagement throughout the Washington University experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute serves all academic schools, university departments, undergraduate students, and graduate students, reporting to the Executive Vice Chancellor for Civic Affairs and Strategic Planning and to the Provost's Office. The institute is non-partisan and proactively seeks to support and include diverse backgrounds, perspectives, and ideologies, with strong attention to equity.

The Gephardt Institute team is comprised of individuals who are mission-driven, values-focused, dynamic, collaborative, visionary, and passionate about the role of civic engagement in a thriving democracy. The institute upholds the values of inquiry, empathy, collaboration, integrity, equity, and action. The staff focuses on four primary audiences: undergraduate and graduate students, faculty, community organizations in the St. Louis region, and alumni and donors.

Since the institute's founding in 2005 by Congressman Dick Gephardt, the professional staff size has grown from two to thirteen, with eight or more part-time, short-term, and adjunct positions and 10-20 paid interns/fellows from undergraduate and graduate programs. The institute recently relocated to the historic Stix House as its sole occupant. The institute offers a broad range of programs and services to the Washington University community and to partners in the St. Louis region, such as the Civic Scholars Program; support for faculty teaching Community Engaged Courses; Engage Democracy; new student engagement; and Civic Engagement Fund grants for community partnerships.

## Position Summary

The Voter Engagement Coordinator will serve as the primary leader and manager for all Gephardt Institute initiatives associated with 2022 election cycle programming, with a focus on engaging students. This includes voter education and engagement around voter rights; voter registration; on-campus polling place coordination; developing strategies to increase voter turnout; and support for related programming.

The Voter Engagement Coordinator will report to the Associate Director for Civic Engagement and will collaborate frequently with staff, faculty, student leaders, student groups, and community partners in the development and implementation of a robust and comprehensive Engage Democracy Initiative at Washington University. This position requires a strong commitment to non-partisanship and to engagement of all Washington University students regardless of their political positions.

This position is open to all candidates (both alumni and non-alumni). Current Washington University students graduating in December 2021 are encouraged to apply. The successful candidate may start the position part-time while completing academic work (approximately 15 hours per week). Following graduation, the position will convert to a full-time time-limited position in December 2021 or January 2022). This individual would be welcome to negotiate time off before and after graduation, before the full-time role begins. The position will end no earlier than December 9, 2022.

**This is a time-limited position (October 2021 through December 2022) and at this time is scheduled to be in-person but may change based upon business need.**

## Primary Duties and Responsibilities

1

### VOTER REGISTRATION AND TURNOUT

- Collaborate with the Gephardt Institute Engage Democracy team to establish a data-informed strategy for voter registration, education, and turnout within the WashU community, with a particular commitment to developing strategies for inclusion, diversity, equity, and access of all students (this includes undergraduates, graduate/professional students, and non-voters) in the process of democracy.
- Research best practices for voter engagement, consult with regional and national colleagues and leaders, and review Washington University voting data and voter engagement reports to develop a comprehensive voter engagement strategy.
- Lead voter registration efforts for Washington University by coordinating a Voter Engagement Steering Committee and leading WashU Votes volunteer efforts.
- Develop and implement campus programming and communications to encourage voter registration and answer common questions.
- Manage TurboVote, the Gephardt Institute's online platform for voter registration and reminders.

- Collaborate with and train student groups, academic and administrative departments, and individuals who are invested in voter registration and turnout.
- Coordinate with national partners to align resources and share promising practices.
- Maintain regular contact with the St. Louis County Board of Elections and campus officials responsible for ensuring federal and local compliance with election law and coordination of an on-campus polling place.

## 2

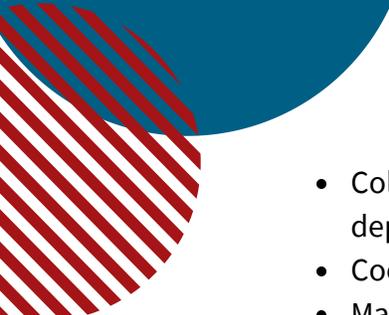
### PROGRAMMING

- Manage election-year programming and initiatives that engage the campus community.
- Develop and coordinate Gephardt Institute initiatives such as voter registration drives, Constitution and Citizenship Day, National Voter Registration Day, orientation and outreach for incoming students, support for Common Ground Grant recipients, and planning for other Gephardt Institute sponsored and co-sponsored events related to the election.
- Serve as the primary advisor to WashU Votes student leaders to provide training and guidance, coordinate peer-to-peer outreach efforts with university-wide strategy, and ensure compliance with non-partisan policies and regulations.
- Coordinate the annual Voter Engagement Summit in close collaboration with campus and community partners.
- Support post-election programming and communication efforts to help the WashU community make meaning of the election and advance a year-round culture of voter engagement.

## 3

### MARKETING AND COMMUNICATIONS

- Manage marketing and communications related to election year programming.
- Maintain a robust website and strong social media presence, handle inquiries and collaboration requests from on-campus and off-campus organizations, and collaborate with the Marketing and Communications team in the development of strategy and materials.
- Contribute to written proposals, plans, and reports related to voter engagement efforts, including national coalitions and designations.
- Work with the Gephardt Evaluation Assessment and Research team to support the development and administration of the voter feedback survey and other relevant assessment strategies.

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## 4

### SPECIAL PROJECTS

- Serve as a special assistant to Gephardt Institute leadership.
- Manage special projects and assignments.
- Collaborate with staff on the assessment of program impact and authoring plans and reports.
- Contribute to donor cultivation and stewardship efforts and grant/proposal applications.
- Represent the Gephardt Institute at meetings and events.
- Participate in special events and other Gephardt Institute outreach efforts.
- Perform other duties as assigned.

## Applicant Special Instructions

Please include a cover letter and resume with your submission.

## Preferred Qualifications

- Bachelor's degree in political science, legal studies, communication, social work, psychology, business, or related field.
- Experience in higher education, civic engagement, community outreach, electoral, grassroots advocacy, or organizing.
- Familiarity with the Washington University campus community, or deep experience with other campus communities.
- Experience developing marketing and communications strategies for diverse audiences.
- Experience with large-scale and complex event or engagement strategies.
- Demonstrated experience with social media management.
- Strong sense of initiative and professionalism.
- Excellent interpersonal and written/verbal communication skills, including with diverse populations and for different mediums.

- Strong time management, attention to detail, and ability to plan ahead.
- Exceptional organizational, problem-solving, project management, event planning skills.
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- Enthusiasm for civic engagement through the political and electoral process.
- Ability and sensitivity in developing communications and programming for – and interacting with – a racially, culturally, and socioeconomically diverse range of stakeholders.
- Commitment to continuous learning about cultural humility and equity.
- Ability to function both independently and collaboratively in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Ability to establish and maintain positive and professional working relationships with students, staff, faculty, and community partners.
- Although not a requirement, knowledge of Washington University undergraduate and graduate organizations, departments and leaders, and opportunities for outreach is a plus.
- Energy, vision, initiative, creativity, empathy, humility, tolerance for ambiguity, ability to embrace and navigate change, sound judgment, diplomacy, tact, and sense of humor.
- Ability and willingness to work evening and weekend hours for special projects, events, and deadlines in service to the institute’s mission.
- Ability to regularly travel to on-campus locations, and periodically travel to off-campus locations.
- Ability to lift and/or move office furniture and/or supplies as needed weighing up to 30 pounds.

## Required Qualifications

- Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies.
- Demonstrated ability to work in a non-partisan environment.
- Experience organizing and planning events.
- Experience leading or facilitating groups toward a common purpose.
- High school diploma or equivalent high school certification and three years relevant experience.

"At Washington University, we welcome difference on our campus in the form of gender, race, ethnicity, disability, neurodiversity, geography, socioeconomic status, age, political views, religion, philosophy, sexual orientation, gender identity or expression and veteran status. This is central to our mission as we continue to prepare values-oriented, compassionate individuals to be productive leaders in a global and rapidly changing society. These are not just ideals; they are competitive advantages and a central part of our relentless pursuit of excellence."

- Chancellor Andrew D. Martin