



# Manager of Civic Learning Initiatives

## Position Announcement

 Washington University in St. Louis

GEPHARDT INSTITUTE FOR  
CIVIC AND COMMUNITY ENGAGEMENT

To Apply:  
**[jobs.wustl.edu](https://jobs.wustl.edu)**  
Job Number:  
**JR79573**

## About The Gephardt Institute

The Gephardt Institute for Civic and Community Engagement's mission is to foster a vibrant culture of civic engagement throughout Washington University by catalyzing student learning, participation, and impact in civic life. Through educational and experiential initiatives, the institute educates students for lifelong engaged citizenship, catalyzes partnerships that respond to community needs and priorities, and infuses civic engagement throughout the WashU experience.

As a university-wide interdisciplinary initiative, the Gephardt Institute serves all undergraduate and graduate students, and collaborates regularly with university departments and academic schools. The institute reports to the Provost's Office. The Gephardt 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, and focuses on three guiding pillars: Civic Leadership, St. Louis Engagement, and Engage Democracy.

Since the institute's founding in 2005 by Congressman Dick Gephardt, the professional staff size has grown from two to 13, with 15-20 paid interns and fellows from undergraduate and graduate programs, and additional part-time, short-term and adjunct positions. The institute is located in historic Stix House on WashU's Danforth Campus. 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 and St. Louis Fellows programs, Engage Democracy initiatives like WashU Votes, New In the Lou to acclimate new students to the region, and the St. Louis Impact Fund grants for student-community partnerships.

## Position Summary

The Manager of Civic Learning Initiatives leads educational strategies to foster student learning, participation, and impact in civic life. This position serves as lead instructor and program manager for the Civic Scholars Program, leads experiential learning and place-based immersions in the St. Louis community, and manages civic education and dialogue programs on campus.

The Gephardt Institute envisions that Washington University students will graduate with the knowledge, skills, and commitment to lifelong engaged citizenship.

The Manager of Civic Learning serves as a student educator, facilitator, and mentor by advancing civic learning and place-based learning; teaching civic leadership and ethical community engagement skills; and bringing community knowledge and civic leaders to the forefront.

This position applies the institute's theory of change, data-informed strategies, and leading practices in civic learning and community engagement, with attention to initiatives that foster both student learning and community impact. While not solely focused on St. Louis, this position plays a key role in advancing the Gephardt Institute's contributions to the St. Louis Initiative, a university strategic plan priority to be Washington University in St. Louis, for St. Louis, and with St. Louis.

This position requires a strong commitment to equity, diversity, and inclusion. This position also requires a strong commitment to non-partisanship and to engagement of all Washington University students regardless of their political positions.

## Primary Duties and Responsibilities

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### **SERVES AS THE LEAD INSTRUCTOR AND PROGRAM MANAGER OF THE CIVIC SCHOLARS PROGRAM**

- Serves as lead instructor and program manager for the Civic Scholars Program, with curriculum guidance and oversight of the Associate Director for Civic Engagement, including:
- Teaches two sections of Civic Scholars courses each semester alongside an adjunct instructor. Fosters student understanding of the wide range of perspectives on civic issues and strategies for addressing them, and maintains a nonpartisan teaching lens.
- Leads program management of Civic Scholars events, trips, and guest speakers/trainers, including but not limited to overnight retreats, multi-day immersion trips to locations such as Washington DC and the St. Louis metropolitan region, and special events.
- Fosters individual and cohort development through community building, dialogue facilitation, and mentoring. Handles sensitive issues that emerge for students such as facilitating relationship conflicts, problem-solving emergent challenges, or negotiating adjustments to plans based on students' personal challenges or performance.
- Collaborates with Associate Director for Civic Engagement to continually update course syllabi and develop curricula for immersions and other educational/engagement strategies to meet student learning objectives, respond to the evolving civic landscape, and bring community knowledge and civic leaders to the forefront.

- Identifies opportunities for continuous improvement through attention to leading practices in civic engagement and civic leadership education; alignment with evolving best practices at the Gephardt Institute; collaboration on and review of program evaluation.
- Collaborates with Gephardt Institute staff on student recruitment, application review, interviews, and selection.
- Supports fundraising and stewardship efforts, including proposal writing, donor and prospective donor engagement, reporting, and development of external communication pieces.

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## **DESIGNS, PLANS, AND LEADS EXPERIENTIAL LEARNING INITIATIVES AND PLACE-BASED IMMERSIONS IN ST. LOUIS**

- Designs, plans, and leads experiential learning initiatives and place-based immersions in St. Louis, with strategic guidance and oversight of the Associate Director for Community Engagement and in collaboration with the Community Engagement Manager, including Engage STL, St. Louis Fellows neighborhood immersions and community events, special events, and other immersive experiences. Responsibilities include:
- Creates and curates educational experiences that uplift community voices; multiple perspectives and narratives; the assets, opportunities, challenges, and complexity of the St. Louis region; Gephardt Institute values; and a broad range of strategies and industries that contribute to the progress and vitality of the St. Louis region.
- Collaborates with Community Engagement Manager to lead program management, including arrangements with community partners, event logistics, etc.
- Identifies best practices in student civic learning, community engagement, and experiential learning, and develops resources and training curricula to advance Gephardt Institute experiential learning initiatives.
- Builds connections with civic and community leaders from nonprofits, government, civic organizations, social enterprise, and business that are pursuing civic change efforts and can serve as co-educators through guest speaking, training, tours, and related efforts.

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## **MANAGES CIVIC LEARNING AND DIALOGUE EVENTS SUCH AS CIVIC CAFÉ, THE LONGEST TABLE, AND EMERGENT STRATEGIES AS PART OF THE ENGAGE DEMOCRACY INITIATIVE**

- Manages civic learning and dialogue events such as Civic Café, The Longest Table, and emergent strategies as part of the Engage Democracy Initiative, a university-wide effort to equip all undergraduate and graduate students with the knowledge, skills, and commitment to actively participate in the process of democracy.

- Oversees planning, implementation, and continuous improvement of a specific portfolio of strategies for fostering student civic learning and civic dialogue that may including recurring events and emergent strategies.
- Supervises one or more graduate assistants who hold primary responsibility for designing and executing events.
- Identifies opportunities for continuous improvement through attention to leading practices in civic learning and dialogue, and collaboration on and review of event evaluations.
- Collaborates with Engage Democracy team (professional and student staff) and volunteers on development, implementation, and continuous improvement of civic education and engagement strategies across the Gephardt Institute.

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## **SERVES AS ONE OF THE CO-FACILITATORS FOR THE ST. LOUIS FELLOWS PROGRAM TO FOSTER STUDENT CIVIC LEARNING THROUGH COHORT-BASED DISCUSSIONS AND MENTORSHIP**

- Serves as one of the Co-Facilitators for the St. Louis Fellows Program to foster student civic learning through cohort-based discussions and mentorship, in support of the Community Engagement Manager who leads the program. Through the St. Louis Fellows Program, undergraduate students dedicate a summer to immersing themselves in St. Louis by contributing substantially to the region through full-time nonprofit or civic internships and engaging in an experiential curriculum to understand St. Louis' culture, history, politics, challenges, and opportunities. Responsibilities include:
- Co-facilitates small group discussion and learning within the St. Louis Fellows Program alongside Community Engagement Manager and/or other Co-Facilitators. This includes participation in the overnight retreat and all campus-based and experiential learning modules during late spring and summer. At these times, advises St. Louis Fellows on best practices in ethical community engagement; supports skill development for communication and cultivating mutually beneficial community partnerships; provides guidance on project, partnership, and civic identity development; challenges students to consider the complexities and multiple perspectives of an issue; provides opportunities for Fellows to reflect on equity and inclusion; and advises on ways to respond to conflict.

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## **ADDITIONAL RESPONSIBILITIES**

- Contribute to initiatives, meetings, and events of the Gephardt Institute, including donor cultivation and stewardship, developing strategy and vision for initiatives, planning processes, proposal and report writing, special projects, and special events.
- Collaborates with program staff, Operations, Marketing & Communications, and relevant stakeholders to coordinate planning, implementation, evaluation, and continuous improvement of all Gephardt Institute programs and services



## Applicant Special Instructions

Please include a cover letter and resume with your submission.

## Preferred Qualifications

- Master's degree, preferably in Urban Studies/Planning, Social Work, Non-Profit Management, Public Policy, Public Administration, Student Affairs, Higher Education, or a related field
- 3 or more years of full-time professional experience that includes civic education or civic engagement work as well as educational initiatives with adolescents or young adults
- Substantive knowledge and passion for civic engagement, community engagement, civic learning, civic dialogue, community development, community partnerships, social change, and/or related areas.
- Substantive experience with or knowledge of multiple forms of civic engagement, such as non-profit leadership political engagement, social services, K-12 education, community development, public service, philanthropy, community organizing, social justice, advocacy, international service, etc.
- Teaching, training, and/or intergroup dialogue facilitation experience with adolescents, college students, or recent college graduates and demonstrated ability to facilitate deep learning and dialogue within a highly diverse, intellectual, and passionate student body.
- Demonstrated experience with educational program design and program/project management.

## Required Qualifications

- Master's degree with three years of related experience.

# Critical Skills and Expertise

- Demonstrated ability to work in a non-partisan environment. Commitment to maintaining a non-partisan and inclusive approach to all educational, programming, outreach, and communication strategies
- Excellent organizational, planning, problem-solving, and project management, and event planning skills. Strong time management, attention to detail, ability to manage multiple priorities, and ability to forecast and plan work while maintaining a landscape view of priorities, values, and vision.
- Strong relationship management skills, with capacity to handle challenging internal and external dilemmas or support students, community partners, and colleagues through them.
- Experience and sensitivity in developing programming and communications for – and interacting with – a racially, culturally, and socioeconomically diverse range of stakeholders. Commitment to continuous learning and teaching about cultural humility, equity, responsible engagement with marginalized communities, and complex civic issues.
- Excellent interpersonal and written/verbal communication skills, including with diverse populations and for different mediums and programming environments. Energy, vision, initiative, creativity, empathy, humility, tolerance for ambiguity, ability to embrace and navigate change, sound judgment, diplomacy, tact, and sense of humor.
- Enthusiasm and ability to work in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Demonstrated ability to lead from a middle management position.
- Ability to function both independently and collaboratively in a dynamic, highly collaborative environment with multiple functions, audiences, and priorities.
- Commitment to the Gephardt Institute's values of Inquiry, Empathy, Collaboration, Integrity, Equity, and Action.
- Ability and willingness to work evening and weekend hours for events, immersion trips, special projects, and deadlines in service to students and the institute's mission

"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