



## Community and Alumni Engagement Assistant

### 2023-2024

#### Internship Overview

[The Gephardt Institute for Civic and Community Engagement](#) is hiring a paid student assistant to serve as the Community and Alumni Engagement Assistant. This position will assist with the operations and logistics of various community-facing programming opportunities for Washington University students including the St. Louis Fellows Program and Engage STL, as well as support coordination of the [WashU Engage Initiative](#) to connect with alumni through civic engagement opportunities.

Alongside the institute's professional staff, the assistant will support planning and logistics for several key events, such as St. Louis-based immersion experiences, in community events, and student presentations. These experiences teach students about the cultural and historical context of St. Louis, best practices for community engagement, and public service. All Gephardt Institute programs are nonpartisan and designed to be ideologically inclusive.

The Community and Alumni Engagement Assistant will across two Washington University offices that co-sponsor the programs – the Gephardt Institute and University Advancement – through work with the professional staff on both teams. The position is supervised by the Associate Director of Community Engagement, Gephardt Institute and works closely with the Senior Associate Director, Alumni Networks and Regional Programs and other Alumni Association staff for project management support. This role will provide the selected student with experience in communications and program outreach with alumni of the university; coordinating program logistics and planning for events; and supporting the evaluation and assessment of our Alumni Civic Engagement initiatives. The assistant will also support the Connections for Civic Impact program, which connects current students to networking opportunities with alumni.

During Spring 2024, this position will be a minimum of 10 to 15 hours per week, with the option to renew over the summer.

Weekly time commitment may fluctuate depending on responsibilities. Hours are flexible based on student's schedule, and generally occur between 8:30 a.m.-5:00 p.m, Monday through Friday. Retreats, immersive experiences, and special events will often involve evening and weekend commitments.

This position involves frequent lifting and moving of event supplies and furniture. This position also requires the ability to travel to on- and off-campus locations. Work is primarily conducted in-person at Stix House, the Gephardt Institute's campus location.

### **Desired Skills**

- Experience with event coordination and/or logistics
- Strong organizational, problem-solving, project management, and event planning skills
- Keen attention to details
- Initiative and professionalism
- Strong interpersonal and written/verbal communication skills
- Enthusiasm for democracy, civic engagement, and dialogue
- 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 nonpartisan and inclusive approach to all programming and communication strategies
- Experience with event coordination and/or logistics

### **Primary Responsibilities**

- Support planning and execution of various and programming supporting St. Louis engagement. This includes detailed planning for space, transportation, and meals.
- Provide support for program planning processes, including development of timelines and operational plans, program manuals and reports, and outreach.
- Manage coordination with internal and external partners to finalize event. This includes researching vendors, scheduling, managing contracts, space set up, itinerary development, and preparing materials. Prior to the immersions, confirm logistics with all vendors, lead event set-up and travel coordination, and support lead instructors as needed.

- Support the development and facilitation of the Community Engagement programming, including educational content on ethical community engagement, civic dialogue, and the history and context of St. Louis, aligned with the Institute's [Framework for Community Engagement](#)
- Work closely with the Senior Associate Director, Alumni Networks and Regional Programs to implement strategy and procedures for [WashU Engage](#) St. Louis.
- Coordinate communications and program logistics between University Advancement and Gephardt Institute in order to effectively coordinate WashU Engage and develop initiatives or events that connect graduating students and alumni to civic engagement opportunities.
- Coordinate design and implementation of marketing and communications with the Alumni Association and Gephardt Institute marketing and communications staff members, including running WashU Engage social media, emails, and websites.

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

- Attend monthly staff meetings for ongoing professional development and institute-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk and supporting special events.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

**Compensation & Benefits**

The Gephardt Institute's starting pay rate for undergraduate students is \$12.00 per hour, and for graduate students is \$15.50 per hour, payable bi-weekly. Applicants with previous full-time professional experience (including national and international service such as AmeriCorps, Teach For America, and Peace Corps) may request a higher starting rate.

**Application Process**

To apply, please include a cover letter and your resume.