

## St. Louis Impact Fund Intern Paid Internship for Fall 2024 and Spring 2025

### **Internship Overview**

[The Gephardt Institute for Civic and Community Engagement](#) is hiring for a paid undergraduate student intern to serve as the Coordinator for portions of Gephardt's St. Louis Impact Fund. This position works closely with Associate Director for Community Engagement and the Grant Committee. This position is responsible for ensuring the process for grant recipients is seamless from applying to receiving funds, and will work to manage the grant making structure with incoming calls, emails, spreadsheets, and presentations for grant prospects.

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

#### **Writing and Outreach**

- Oversee and coordinate the grant process to ensure proper cycle transitions and communication.
- Work with applicants throughout the grant application process: interview, submission, review, workshops, reimbursement. Collect and organize applications.
- Work with excel to manage grant applications and keep statistical information up to date: number of applications received, total amount requested, total amount awarded, etc.
- Maintain an organized structure with incoming calls, emails, spreadsheets, and presentations.
- Work with marketing and communications to advertise the St. Louis Impact Fund and its deadlines – proposal review meetings and proposal deadlines.
- Create recipient newsletters highlighting recent grant awardees and their projects.
- Manage communication for all inquiries related to the grants, including emailing committee chairs and fielding questions as they come through.
- Document and write stories, successes, and reflections from the grant projects and events to share through communications including the website, newsletter, donor appeals, and annual reports
- Support information sessions, workshops, and site visits as needed.
- Update website deadlines, applications, templates, and any related St. Louis Impact Fund material.

#### **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.
- Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.
- Write a semester report and update the 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 standards.

### **Desired Qualities of Successful Candidates**

- ✧ Initiative and professionalism
- ✧ Strong interpersonal & organization skills
- ✧ Interest in civic and community engagement
- ✧ Professional oral and written communication skills
- ✧ Strong writing and editing skills and attention to detail
- ✧ Ability to manage and plan work under frequent deadlines
- ✧ Commitment to team approach
- ✧ Flexibility and creative problem-solving skills
- ✧ Tolerance for ambiguity

### **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.

### **Duration**

The internship is for fall 2024 and spring 2025 with the possibility of continuation.

### **Eligibility**

Washington University students who will be undergraduates during the 2024-2025 academic year are eligible to apply. Applicants must have and maintain a 3.0 minimum GPA. Preference is given to Federal Work Study eligible applicants, but all students are welcome and encouraged to apply.

### **Remuneration**

\$12.50 per hour, paid bi-weekly.

### **Application Process**

Applications will be accepted on a rolling basis through 11:59 p.m. on May 3, 2024. 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 Danielle Ellis, Operations Manager at [ellisd@wustl.edu](mailto:ellisd@wustl.edu).