Civic Engagement Fund Coordinator
Paid Internship for Fall 2018 and Spring 2019

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as the Civic Engagement Fund Coordinator. The Civic Engagement Coordinator will work closely with Assistant Director for Campus and Community Partnerships and the Chair of the Civic Engagement Funding Streams (St. Louis Projects, Small Change, Common Ground Grants, and Community-Engaged Teaching). 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 Civic Engagement Fund to ensure proper cycle transitions and communication.
- Work with applicants throughout the grant application process: interview, submission, review, 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 Civic Engagement 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 Civic Engagement fund, including emailing committee chairs and fielding questions as they come through.
- Document and write stories, successes, and reflections from the Civic Engagement Fund 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 CEF 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
- Photography and video skills are a plus

**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 2018 and spring 2019, with the possibility of continuation.

**Eligibility**
Washington University students who will be undergraduates during the 2018-2019 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**
$9.00 per hour, paid bi-weekly.

**Application Process**
Applications are due online by Friday, March 30, by 5pm. To apply, please complete an online staff application form, submit a resume, and cover letter. Writing samples and/or portfolios may be included with application materials, and will be requested of finalists who are invited to interview. If you have any questions about the position or process to apply, please contact the Assistant Director for Campus and Community Partnerships, Stefani Weeden-Smith, at weeden-smith_s@wustl.edu.