Deliberate Democracy Coordinator
Paid Internship for Fall 2018 – Spring 2019

**Position Overview**

The Gephardt Institute for Civic and Community Engagement is hiring a paid undergraduate student intern to work part-time as a Deliberate Democracy Coordinator. The Deliberate Democracy Coordinator serves as part of the Democratic Engagement Initiative (DEI) team, leading the communication and coordination of Deliberate Democracy trainings that equip Washington University students with knowledge and appreciation for the process of democratic engagement, including tools for informed voting, government literacy, avenues for contacting elected officials, media literacy, and introduction to public service. These trainings will be designed to be non-partisan and ideologically inclusive. The Deliberate Democracy Coordinator will report to the Assistant Director for Civic Engagement Education, and support the DEI team in design, coordination, facilitation and evaluation of Deliberate Democracy trainings to be offered in partnership with campus offices as well as student groups, as requested. The Deliberate Democracy Coordinator will collaborate with staff, faculty, student leaders, student groups, and community partners in the development and implementation of Deliberate Democracy trainings.

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

- Support design and development of Deliberate Democracy trainings. This includes researching existing curricula, best practices, checking in with students about training needs and identifying campus/community experts to inform design and/or lead Deliberate Democracy trainings, collaborating with the Gephardt Fellow for Democratic Engagement on assessment of impact, and retooling training design accordingly. (35%)

- Manage coordination with campus partners to finalize logistics. This including handling inquiries, scheduling, understanding space set up and capabilities, audience attributes and needs, workshop topic(s), securing trainers, and preparing materials. Prior to trainings, lead room set up and if not facilitating, support trainers throughout the training. (20%)

- Manage communications related to Deliberate Democracy Trainings. This includes handling inquiries and collaboration requests from campus organizations, and collaborating with the Marketing and Communications Manager in the development of communication materials and strategy. (20%)

- Support cultivation and maintenance of campus partnerships with departments and units that may host Deliberate Democracy trainings. This includes existing partnerships and collaboration requests for bringing Deliberate Democracy trainings to existing infrastructures. (15%)

- Contribute to the DEI team as a thought partner and team member to support overall goals of the initiative. (10%)
Serve as an essential member of the Gephardt Institute staff:

- Attend staff retreats and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support office efforts including staffing the reception area, supporting special events, and posting flyers as needed.
- Participate in special events such as the Community Service Fair, Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and contribute to a position 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 and written/verbal communication skills
- Demonstrated experience with meeting, training, or workshop design and facilitation
- Enthusiasm for democratic engagement through the political and electoral process
- Strong organizational, problem-solving, project management, and event planning skills
- 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 functions, audiences, and priorities
- Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies

Eligibility

Washington University undergraduate students who will be undergraduates during the 2018-2019 academic year are eligible to apply. All majors welcome. 3.0 minimum GPA. Preference is given to Federal Work Study eligible applicants though all students are welcome and encouraged to apply.

Time Commitment & Duration

Weekly time commitment may fluctuate depending on responsibilities. The coordinator is expected to work approximately 10 hours per week during two academic semesters (fall 2018 and spring 2019). Hours are flexible based on student’s schedule, sometimes 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 the Student staff retreat at the start of the fall 2018 semester. Ideally, the coordinator will be available for transition meetings in April 2018.

Compensation

$9.00 per hour, payable bi-weekly.

Application Process

Applications are due Friday, March 30, 2018, by 5pm. To apply, please complete an online staff application form, resume, and cover letter. Please contact Assistant Director for Civic Engagement Education, Theresa Kouo, theresa.kouo@wustl.edu, with any questions about the position or process to apply.