



STUDENT ACTIVITIES

COMMUNITY OUTREACH

Civic Engagement Program Leader

Position Description

Position Summary

Under the supervision of the Dialogues and Civic Engagement Graduate Assistant and the One Time Programs student coordinator, the Civic Engagement Program Leader's role is to help plan, coordinate, organize, and support on-going civic engagement efforts on behalf of Community Outreach. The Civic Engagement Program Leader will work closely with the Civic Engagement Program Director to design activities that foster a culture of participation and connection by helping students find agency in issues that matter to them. This position will be evaluated based on the following criteria:

Major Duties and Responsibilities

A. Project Management and Development

- Develop relationships with other CO student leaders, student organizations, and students on campus who are interested in organizing events aimed to foster civic engagement
- Plan and manage activities such as voter registration drives, voter education events, civic engagement workshops, career panels, and more
- Create resources that educate students on advocacy and how they can influence public policy
- Develop print and electronic promotional materials as needed
- Develop partnerships with community-based organized and other student organizations that enhance project initiatives
- Assist with project evaluation and student learning assessment
- Collaborate with other members of the Dialogues and Civic Engagement team to plan collaborative events
- Communicate and meet regularly with designated CO staff member
- Participate in your program on a regular schedule

B. Volunteer Management

- Recruit, screen, train, and support volunteer participants as needed
- Provide ongoing monitoring and supervision of program participants
- Communicate regularly with participants regarding scheduling, transportation, activity planning, and other related project functions



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C. Administrative Tasks

- Attend all related Community Outreach meetings, trainings, seminars, and workshops
- Manage any financial or other resources including budgeting, purchasing, and tracking
- Collect and update data related to programs, membership, and service hours
- Represent Community Outreach at University classes, meetings, and/or events
- Perform other related duties and activities to support the program and the Office of Community Outreach as needed

Qualifications

A. Minimum Qualifications

- Strong interest in and commitment to community service
- Demonstrated commitment to civic engagement, advocacy, and/or public policy development
- Capacity to facilitate individual and group supervisory meetings
- Capability to positively represent Community Outreach to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Demonstrated program development and organizational skills, including ability to manage multiple tasks and projects, and planning special events
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs
- Willingness to work flexible hours including evenings and weekends
- Students must not be on academic probation and maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications

- One or more years related experience in leadership and/or supervisory position



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- One or more years of advocacy experience
- Demonstrated experience organizing and facilitating training workshops and public presentations
- Excellent computer skills with an emphasis on Microsoft Word and Excel

Commitment

- Full academic year commitment is required
- Participation in all Community Outreach trainings is required
- 7-10 hours per week; exact hours and scheduled will fluctuate and are flexible to student's academic schedule

The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities, and members of traditionally underrepresented populations.