

Position Summary

Under the supervision of a designated Community Outreach (CO) staff member and student coordinator, the Civic Engagement Assistant Program Director's role is to coordinate and support on-going civic engagement events and services related to CO activities locally, regionally, and nationally. The Civic Engagement Assistant Program Director will design activities that are grounded in the self-identified needs of communities and are enriching for the involved UConn students. This position will be evaluated based on the following criteria.

Major Duties and Responsibilities

A. Project Management and Development

- Develop relationships and coalitions with CO student leaders, student organizations, and other students on campus interested in organizing events aimed to foster civic engagement
- Plan and manage activities such as voter registration drives, campaign school trainings, and scheduling meetings with local, state and national representatives
- Track local, state, and federal legislation as needed
- 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 organizations that enhance project initiatives
- Assist with project evaluation and student learning assessment
- Collaborate with other members of the Civic Engagement & Dialogues team to plan collaborative events
- Communicate and meet regularly with designated CO staff member

B. Volunteer Management

- Recruit, screen, train, and support volunteer and work study participants
- Prepare participants through orientation and training workshops to achieve project's objectives; organize meetings, develop training materials, and facilitate activities
- Provide ongoing monitoring and supervision of participants
- Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related project functions
- Recognize participants for their contributions
- Organize opportunities for participants to reflect on their experiences

C. Administrative Tasks

- Attend all related CO 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
- Schedule and monitor transportation
- Represent CO at University classes, meetings, or events
- Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. Project Participation

- Project managers are expected to participate in their program on a regular schedule as decided with staff supervisor

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 CO 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/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 such as Microsoft Office Word and Excel
- Willingness to work flexible hours including evenings and weekends
- Student must not be on academic probation and maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 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 a leadership and/or supervisory position
- One or more years advocacy experience
- Demonstrated experience organizing and facilitating training workshops and public presentations
- Excellent computer skills with an emphasis on Microsoft Office Word and Excel

Commitment

- Full academic year commitment is required
- Participation in all CO trainings is required
- 10-15 hours per week; exact hours and schedule 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.