Political Engagement Project Manager
Position Description

Position Summary

Under the supervision of a designated Community Outreach (CO) staff member and student coordinator, the Political Engagement Project Manager’s role is to coordinate and support on-going Political Engagement events and services related to CO activities locally, regionally and nationally. The Political Engagement Project Manager will design activities that are grounded in the self-identified needs of communities and 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 Democracy and Political Engagement (DPE) team and the Uconn Political Engagement Coalition 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 Teams
- Participate in a CO project team including: program management, professional development, or community building

E. 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
- At least one year related experience working on community service projects
- Demonstrated commitment to civic engagement, advocacy and/or public policy development
- Capacity to facilitate individual and group supervisory meetings including conflict resolution
- 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 irregular and flexible hours including evenings and weekends
- Student must not be on academic probation 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, Publisher, and Excel

Commitment
- Full academic year commitment is required
- Participation in all CO trainings is required
- 10-15 hours per week with some designated office hours; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

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diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.