 **Dialogues Project Manager**

Position Description

***Position Summary***

Under the supervision of a designated Community Outreach (CO) staff member and student coordinator, the Dialogues Project Manager’s role is to coordinate and support on-going issues dialogue events related to CO activities locally, regionally, and nationally. The Dialogues Project Manager will design activities that are grounded in the self-identified needs and interests of the UConn student body and are enriching for the involved UConn students. This position will be evaluated based on the following criteria.

***Major Duties and Responsibilities***

1. **Project Management and Development** 
   * Develop relationships and coalitions with CO student leaders, student organizations, and other students on campus interested in organizing advocacy-related events
   * Plan and manage three Dialogue events per semester, including logistical needs such as space reservations, material development, and transportation coordination
   * Track local, state, and federal, and global social issues as needed
   * Create resources that educate students on social issues, advocacy, and public policy
   * Develop print and electronic promotional materials as needed
   * Develop partnerships with other University groups that enhance project initiatives
   * Assist with project evaluation and student learning assessment
   * Collaborate with other members of the Democracy and Political Engagement (DPE) team
   * Communicate and meet regularly with designated CO staff member
2. **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

1. **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

1. **Project Participation**
   * Project managers are expected to participate in their program on a regular schedule as decided with staff supervisor

***Qualifications***

1. **Minimum Qualifications**:
   * Strong interest in and commitment to community service
   * Demonstrated commitment to advocacy, civic engagement, 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 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)
2. **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

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