 **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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