**Associated Students of Western Washington University**

## AS Office of Civic Engagement

## Civic Involvement Coordinator

**About the Position**

The AS Civic Involvement Coordinator is responsible for coordinating voter registration, Get out the Vote efforts, and facilitating all organizing efforts on campus in collaboration with Western Vote and Washington Student Association (WSA). This position is also responsible for educating the campus community about issues regarding the primary and general elections and student issues at the local, state, and federal level. The desired outcome of this position is to increase voter recruitment, voter education, and voter engagement.

# About the Department

The AS Office of Civic Engagement exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels and to promote effective citizenship and civic engagement through services, programs, and collaboration.

# Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break

**AS Employment Qualifications**

* Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
* Maintain a minimum of a 2.00 cumulative grade point average.
* Ability to complete the entire term of the position.

**Preferred Qualifications**

* Knowledge of or experience with the voter registration process.

## Experience organizing around a cause

* Experience with managing and recruiting volunteers
* Effective organizational and time management skills.
* Ability to work independently and responsibly.
* Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
* Ability to work within deadlines and problem solve.
* Ability to communicate in an effective manner that is welcoming to wide variety of people.
* Knowledge or experience with Budget Management.
* Knowledge of department and the position’s responsibilities.

**AS Employment Responsibilities**

* Serve the membership of the Associated Students in a professional and ethical manner by:
	+ Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Personnel Policy, Code of Conduct, and Program Standards.
	+ Attending all AS staff development events: pre-fall orientation, pre-winter, pre- spring, and mid-quarter staff developments.
	+ Being knowledgeable of the AS organization and its general operations.
	+ Serving on search committees as designated by the AS Personnel Director.
* Ensure the legacy of this position by:
	+ Working with supervisor and Personnel Director to revise and update position job description.
	+ Working with the previous position holder to complete a minimum of 5-10 hours of unpaid internship as well as providing a 5-10-hour internship to the incoming position holder.
	+ Developing and maintaining a legacy document as required by the AS Personnel Policy.

**AS Office of Civic Engagement Responsibilities**

* Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
	+ Maintaining 10 regular posted office hours per week as arranged with the OCE team. Providing unbiased, nonjudgmental, and accurate information and services to students.
	+ Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
	+ Provide voter education and voter registration information.
* Ensure the smooth, effective operations of the Office of Civic Engagement by:
	+ Attending weekly OCE staff meetings, office check-ins, and any additional departmental activities.
	+ Promoting teamwork and collaboration throughout the OCE office.
	+ Assisting with the coordination of activities, materials, and tabling schedules for all OCE civic engagement events.
	+ Establishing and maintaining active working relationships with other OCE team members.
* Develop and enhance the teamwork, communication, and effectiveness of the OCE by:
	+ Planning short- and long-term goals for the OCE with office staff and the OCE Director.
	+ Continually receiving feedback from participants of events and services.
	+ Maintaining regular communication with OCE staff outside of meetings.
* Foster working relationships with related campus and community resources by:
	+ Being aware of and participating in OCE related events.
	+ Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

# Position Responsibilities

* Ensure student involvement in USA democracy by:
* Helping with outreach and education to students about all AS coordinated lobby days registration (WILD, WLD, local, and federal)
* Working closely with the Local Issues Coordinator and the Director of Legislative Affairs, provide opportunities needed to educate students on civic engagement involvement.
* Coordinating with the Director of Legislative Affairs and others in the OECOCE during session to plan actions in accordance with activity occurring in Olympia and coordinate with the AS Local Issues Coordinator to plan actions and activity around regional issues.
* Coordinate, plan, and implement civic engagement panels to offer discussion and education on relevant/current civic engagement topics.
* Stay informed on current hearings in the senate and the house
* Programming related to the education and occurrence of the democratic processes including but not limited to: State of the Union, Inauguration, Election Day(s), impeachment hearings, etc.
* Educate the campus community, in a non-partisan manner, about the issues and candidates on the ballot by:
* Hosting at least one campus-wide educational event which focuses on how to connect the WWU students to civic engagement and/or democratic involvement opportunities.
* Researching issues, initiatives, and/or candidates as a means to educate students
* Creating and distributing voter education materials
* Coordinate, plan and implement election-related events

## Create resources educating students on the structure of local, state, and federal government

* Enhance the capacity of students to effectively organize by:
	+ - Coordinating and promoting trainings for advocacy and organizing
		- Assisting with the other programs hosted by the Office of Civic Engagement.

**Wage**

Starting hourly wage at $15.15.

**Reportage**

This position reports directly to the OCE Director.

This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer.

Revised on March 2nd, 2020 by the AS Personnel Committee.