William & Mary Community Engagement Fellow: Local Engagement

The Community Engagement Fellow for local engagement will facilitate campus engagement with the Williamsburg, including efforts to understand and address local community-identified need. This includes executing large-scale service programs and community events, facilitating on campus discussions, and supporting the Aim 4 students in their community engagement. This position will report primarily to the Assistant Director of Community Engagement.

**Position Responsibilities**

**Campus Wide Engagement – 40%**
- Facilitate large scale service programs (including SHOW Day, Make a Difference Day, MLK, and Spring Into Action) including recruiting student participants and managing community placements
- Manage community partner events including volunteer fair, community partner breakfast, and May Workshop
- Publicize community engagement opportunities to W&M campus, including volunteer fair, social media, listserv, and information sessions
- Advise students and student organizations on effective community engagement with the local community
- Host events which connect campus and community to address local social issues

**Aim 4 – 30 %**
- Educate Aim 4 students on local social issues and opportunities for engagement
- Coordinate with community partners as co-educators to assure effective service experiences
- Plan enrichment opportunities for participants including, community meetings, group service experiences, university exchanges, and conferences
- Manage communication of opportunities and expectations to Aim 4 students

**Civic Series and Community Discussions – 20%**
- Arrange ten sessions of the OCE Community Discussion Series during the academic year
- Facilitate five sessions of the Civic Series including recruiting participants, crafting session format, and acting as lead facilitator

**Office of Community Engagement –10 %**
- Meet with community organizations and members to explore additional local partnerships
- Other duties as assigned including but not limited to managing social media pages, representing William and Mary at campus and community events and professional development opportunities
Qualifications

Required Skills
- Experience with event planning and managing logistics
- Excellent interpersonal, oral, and written communication skills
- Facilitation of dialogue with attention to controversy with civility
- Leadership experience advising or training students

Preferred Skills
- Experience working with non-profits
- Interest in college student development and higher education civic engagement
- Interest in local social issues and community engagement
- 1-3 years of experience with the above areas

This position requires some evening and weekend hours, including co-leading a 7 Generations pre-orientation service trip in August. The Fellow will also be part of a community of Fellows, and have the opportunity to participate in professional and personal development activities with other Community Engagement Fellows.