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 position will report primarily to the Assistant Director of Community Engagement.

Major programs which the Fellow for Local Engagement will support include:

**Large-Scale Service Days**: The Office of Community Engagement hosts at least four annual large-scale service days in which more than 100 students are partnered with local community organizations for a day of education and direct service.

**Aim 4**: This four year program fosters students’ deepening experience of community engagement and growth as active and educated citizens. Each year, participants receive personal advising, direct connection with community organizations beyond William and Mary, facilitated reflection, and unique opportunities and resources to support their development as active citizens.

**Civic Series**: The Office of Community Engagement hosts a series of structured, facilitated dinner conversations centered on topics of community importance with the aim of exploring and practicing controversy with civility.

**Position Responsibilities**

**Campus Wide Engagement** – 40%
- Facilitate large scale service days (including SHOW Day, Make a Difference Day, MLK, and Spring Into Action) including recruiting student participants and managing community placements
- Supports OCE staff in community partnership 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
- Other duties as assigned

**Aim 4** – 30%
- Hold office hours and one-on-one meetings to support participants completing program requirements (service hours, development sessions, etc.)
- Coordinate with community partners as co-educators
- Plan enrichment opportunities for participants including group service experiences and school and conference visits
- Assist with program data management

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

**Office of Community Engagement** – 10%
Serve as representative of The Office of Community Engagement and The College of William and Mary at events on campus and in the Community
Meet with community organizations and members to explore additional local partnerships
Professional development opportunities
Other duties as assigned

**Qualifications**

**Required Skills**
- Strong event planning and logistical skills
- Excellent interpersonal, oral and written communication skills
- Facilitation of dialogue with attention to controversy with civility
- Ability to advise students and facilitate student development

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

This position requires some evening and weekend hours. 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.