

**Position Title:** Civic Engagement Intern (Work-Study)

**Department:** Center for Community Engaged Learning

**Location:** Michigan State University, Student Services Building

**Position Type:** Work-Study

**Hours:** 8 hours per week

**Compensation:** \$20.00 per hour

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### **Position Overview:**

The Civic Engagement Intern will play a key role in promoting and supporting civic engagement initiatives at Michigan State University. This position is ideal for a student passionate about non-partisan civic voter education, and community involvement. The intern will work closely with the MSUVote civic Engagement Coordinator to develop and implement programs and resources that encourage student participation in the civic process.

This is a non-partisan student voter engagement position. Under no circumstances may students selected for this position engage in or promote/support partisan efforts.

### **Key Responsibilities:**

- **Voter Education and Registration:**
  - Assist in organizing and promoting voter registration drives on campus.
  - Distribute non-partisan educational materials to inform students about the importance of voting and how to participate in elections.
  - Collaborate with non-partisan campus organizations to increase voter turnout among students.
- **Event Planning and Coordination:**
  - Support events related to civic engagement, such as debates, panels, and civic engagement workshops.
  - Support logistics, including venue booking, marketing, and participant outreach
  - Post event-related social media promotion and communication.
- **Outreach and Collaboration:**
  - Work with student organizations, faculty, and community partners to foster a culture of civic participation on campus.
  - Assist in building partnerships with local and national organizations focused on civic engagement.
  - Act as a liaison between the university and external civic engagement groups.

**Qualifications:**

- **Required:**
  - Must be eligible for a Federal Work-Study award.
  - Strong interest in civic engagement
  - Excellent communication and organizational skills.
  - Ability to work independently and as part of a team.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.
- **Preferred:**
  - Experience in event planning or volunteer coordination.
  - Familiarity with voter registration processes and electoral systems.
  - Experience with graphic design software (e.g., Canva, Adobe Creative Suite) for creating promotional materials.

**Learning Outcomes:**

- Gain hands-on experience in civic engagement and civic participation.
- Develop event planning, outreach, and communication skills.
- Enhance understanding of voter mobilization strategies and the electoral process.
- Build a network of contacts within the civic engagement and political advocacy communities.