OCE Local Issues Coordinator

Office of Civic Engagement
$15.35/hr
15 hrs/wk
3 quarters

ABOUT THE OFFICE

The AS Office of Civic Engagement (OCE) 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.

TERM

Term begins approx. two weeks prior to Fall quarter and ends the Friday of Finals Week the following Spring quarter. Employees may continue in position for additional years, depending on performance evaluation.

ABOUT THE POSITION

This position serves to keep ASWWU governance and the student body informed on public policy issues of importance to students on the local level. The position may act as a representative of the ASWWU to local governmental agencies.

OFFICE RESPONSIBILITIES

- Maintain 10 regular posted office hours per week
- Provide voter education and registration info
- Plan short-and long-term goals with office staff
- Continually receiving feedback from participants of events and services
- Assist with the coordination of activities and tabling for all events
- Promote teamwork and collaboration throughout the OCE

POSITION RESPONSIBILITIES

- Support the work of the VP for Governmental Affairs by reviewing agendas and attending meetings of the City Council, County Council, and other local bodies
- Encourage local civic engagement by implementing a Local Lobby Day and hosting local candidate forums
- With approval by the VP for Governmental Affairs, work toward local policy that is favorable to WWU students, commenting on specific issues
- Serve as a voting member of the Legislative Affairs Council
- Lead in the development of the ASWWU Local Lobbying Agenda
**REQUIRED QUALIFICATIONS**

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

**PREFERRED QUALIFICATIONS**

- Interest in public policy and/or lobbying
- Experience and comfort with public speaking
- Understanding of the structures of local government
- 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 identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position
- Ability to communicate in an effective manner that is welcoming to wide variety of people
- Ability to work flexible hours, as this position will require extensive evening work

*This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised March 2021 by Personnel Director.*