

AY 23-24 Graduate Assistantship with Democracy and Dialogues Initiative (DDI)

The Democracy and Dialogues Initiative (DDI), a program of Dodd Impact, at the University of Connecticut seeks to fill a three-quarter (15 hours/week) Graduate Assistant position for the 2023-2024 academic year. DDI works to increase democratic and civic capacity by supporting community dialogues on critical issues, providing moderator and facilitation training for dialogues and deliberations, and partnering with campus colleagues and local institutions to increase meaningful participation by all community members. This graduate assistant will support DDI's active public engagement programming through communications and event coordination support.

Ideal candidates can work independently and as part of a collaborative team, will have a demonstrated interest in the field of dialogue, human rights, civic engagement and experience in communications and/or event planning. Dodd Impact is part of the Gladstein Family Human Rights Institute (HRI), and the incumbent will interact regularly with HRI's staff, faculty, and other graduate assistants, as well as event speakers, guests, and external partners.

DDI Graduate Assistant Duties:

Planning and Coordination:

- Assist in coordination of outreach to faculty, staff and students in the facilitation of campus/classroom dialogues
- Attends planning meetings with community partners in preparation for Encounters series events
- Serves as facilitator/moderator as needed for structured dialogues on campus and in the community. *Please note that these events take place in the evening and on weekends, at various locations around the state.*
- Attends weekly one hour check in meeting with DDI Directors
- Attends weekly staff meeting with HRI Events Team
- Attends strategy/planning meetings for DDI related developments/partnerships/trainings on regular and ad hoc basis
- Maintain DDI events and logistical calendar

Communications/Marketing:

- Works closely with the HRI Events and Communications Coordinator on the following:
 - Creation of flyers & PR material using Canva and Mailchimp
 - Creation of registration link and online/web event pages
 - Tracking event registration and participant numbers leading up to event. Maintaining and updating records of attendees in Mailchimp database.
 - Advertising events in the Daily Digests, HRI/Grad/UConn Hartford etc. Soapboxes/event listserv as needed and relevant UConn Calendars
 - Outreach to recruit facilitators, moderators, participants as needed basis
 - Creating/distributing exit surveys after events

- o Maintains and updates the database of interested facilitators

Special Projects:

- Writes copy and posts press releases for DDI news, projects and recognition
- Conduct interviews for possible web features of past DDI alumni
- Prepare complex data and survey material for public presentation to the University community as needed.
- Collect and analyze participant satisfaction survey data and make recommendations for improvement.
- Support the drafting/editing of program manual, drafting and distributing meeting agenda/minutes, and discussion summary reports, memoranda, fact sheets, and other materials and duties as assigned

Application Process

Interested candidates should use the following link to send (1) a cover letter, (2) a resume, and (3) the name and contact information for 3 professional references to the review committee. If you have questions about the position, please contact Nana Amos, nana.amos@uconn.edu .

Review of applications begins on April 1, 2023, and will continue until the position is filled.

APPLICATION LINK: <https://forms.gle/rvtJucsoFooJE1LZ6>