Cooperator (109782)
(Outreach Coordinator)
Exempt Staff, Full Time

Category: The Center for Information and Research on Civic Learning and Engagement (CIRCLE), a research center based at the University of Maryland School of Public Policy, is seeking an outreach coordinator to serve as a liaison between CIRCLE and organizations and individuals involved in youth civic engagement at the national, state, and local level. CIRCLE (www.civicyouth.org) was founded in 2001 to promote research on civic engagement and disengagement among Americans between the ages of 15-25.

Responsibilities include: understanding the many kinds of research that CIRCLE sponsors and collects, including both quantitative social science and more normative or qualitative approaches; identifying civic organizations, foundations, reporters, policymakers, k-12 educators, young leaders and activists from across the political spectrum, and professors and college administrators and others who should be aware of CIRCLE’s research; and providing research results to them in appropriate forms, such as by representing CIRCLE at conferences and meetings, by arranging for other CIRCLE staff to speak at events, by making speeches and presentations, by arranging conversations with individuals, by handling requests for information and advice, by sending individualized packets of materials to appropriate people (including potential funders), and by writing documents and website content for public distribution. The coordinator will assist the director in fundraising and will work with senior staff to develop an appropriate research agenda for CIRCLE that meets the needs of our diverse constituencies. Depending on skills, the coordinator may also be responsible for the maintenance and enhancements of the CIRCLE website and original analysis of quantitative data.

Qualifications: bachelor’s degree required and graduate study preferred and three to five years professional experience, including one to two years working in the field of youth civic engagement; understanding of academic research; good communications skills; ability to relate to young people and others from diverse backgrounds and political orientations; and interest in and some experience with at least part of the youth civic engagement community; willingness to travel frequently. Graduate-level statistics and/or knowledge of html, java, and/or computer graphics are desirable but not required.

Start date: Immediate

Salary: commensurate with experience and skill; health insurance; vacation, and other university benefits

Applications: Applications including a) current resume b) writing sample and c) names, complete addresses and phone numbers of three references should be sent to: Demetria Sapienza, CIRCLE, School of Public Policy, 2101 Van Munching Hall, University of Maryland, College Park, MD 20742. FAX: (301) 314-1900 EMAIL: dsapienz@umd.edu For best consideration, apply by July 8, 2005. No phone calls please.

The University of Maryland is an affirmative action, equal opportunity employer. Women and minorities are especially encouraged to apply. SN: 051N02