



Community Engagement Fellowship Program *Fellowship Position Template*

Host Site (Legal Organizational Name): _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

Website: _____

Fellowship Job Title: _____

Name & Title of Supervisor: _____

For this position, we prefer:

- one-year fellows
- two-year fellows
- fully remote fellows
- fully on-ground fellows
- hybrid fellows (roughly 50/50 split between remote and on-ground hours)

Fellowship Job Description: _____

Fellowship Job Duties:

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Fellowship Job Requirements:

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Regular hours of operation: _____

Preferred work schedule for the Fellowship Position (days/hours): _____

Standing meetings or activities outside of these hours that Fellow(s) should plan to attend regularly: _____

Host Site's policy on lunch breaks, vacation, and sick time that will apply to the Fellowship Position: _____

Any special incentives you will offer your fellow (such as parking pass, cell phone stipend, conference budget, etc.): _____



EXAMPLE #1

Fellowship Job Title: Financial Capability Program Coordinator

Position Description: The fellow's primary function will be to support the core functions and goals of the program. This position is responsible for supporting the management of the financial capability program, which includes group workshops and individual coaching for adults. The fellow will also develop and conduct marketing and communications efforts to reach potential clients, volunteers, and funders.

Fellowship Job Duties:

- Coordinate educational and coaching program
- Liaison between the program and local non-profits
- Facilitation of workshops, coaching sessions, and other events in the community
- Support student coaches in their interaction with clients and non-profits
- Program outreach and grant research, and writing

Position Requirements:

- Demonstrated organizational skills, with the ability to handle multiple tasks
- Bilingual in Spanish and English required
- Successful skills in working with people of diverse backgrounds
- Excellent writing and oral communication skills
- Highly self-motivated, creative thinking, specifically related to project implementation
- Willingness to work evenings and flexible hours, provided that the class schedule allows it

Regular hours of operation: 10 am to 6 PM on weekdays

Standing meetings or activities outside of these hours that Fellow(s) can regularly attend: 1 Thursday per month, 5 PM to 9 PM



MERRIMACK COLLEGE
WINSTON SCHOOL OF EDUCATION & SOCIAL POLICY

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North Andover, MA 01845
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Preferred work schedule for the days/hours for the Fellow(s): Preferred schedule at least two days between 10 am to 6 PM and two other days to be coordinated nights and weekends. Workshops are scheduled from 6 PM to 9 PM.

Organization's policy on lunch breaks, vacation, and sick time that will apply to Fellow(s): The office is closed on all federal holidays. Lunch break is 30 minutes and is not included in the expected 25-hour work week. Other policies will be discussed during orientation.



EXAMPLE #2

Fellowship Job Title: Community Engagement Fellow

Position Description: The Community Engagement Fellow is responsible for setting up new programs and maintaining existing ones by identifying and engaging community partners in the mission of the program.

Fellowship Job Duties:

- Conduct outreach to area colleges, schools, and businesses leading to collaborative programs and activities which benefit both the senior center and its members as well as the partner/participating entity
- Provide leadership, direction, and supervision to groups delivering services or activities to the seniors at the Center or in the community
- Engage volunteers in intergenerational activities within the Senior Center and the community
- Work collaboratively with Senior Center staff to develop ideas for involving the community in the work of the Senior Center

Position Requirements:

- Minimum of Bachelor's degree in human services, community relations, or related field
- Minimum of two years of experience developing programs in a community setting
- Service-learning experience preferred
- Knowledge of the needs and interests of older adults
- Ability to communicate effectively in both oral and written fashion with a diverse constituency
- Able to represent the program in the community in a professional and businesslike demeanor

Regular hours of operation: The program is open Monday-Wednesday 8 am-4 pm, Thursday 8 am-7 pm, Friday 8 am-1 pm.



Standing meetings or activities outside of these hours that Fellow(s) can regularly attend: Fellows are not expected to regularly attend meetings or activities outside business hours. Occasionally, a Fellow may attend a professional development opportunity outside regular business hours.

Preferred work schedule for the days/hours for the Fellow(s): Ideally, a Fellow will be in the office for four business days within regular business hours. There is flexibility for a Fellow to work three days if there are scheduling issues with classes. Fellows do need to be available to work on Thursdays until closing (7 pm).

Organization's policy on lunch breaks, vacation, and sick time that will apply to Fellow(s): Fellows will work a total of 25 hours which does not include a lunch break. Due to policy, all staff (and fellows) take unpaid lunch breaks. Due to policy, anyone working a full day needs to include a scheduled break time in their shift. Fellows may request time off due to illness, weather, or vacation in the same manner as staff. Requests go through the supervisor, and the Director gives final approval. Advanced requests for time off are approved as appropriate and are submitted two weeks in advance. The program follows the holiday schedule of all City Departments. If a Fellow's work day falls on a holiday, they will have that time off as part of their weekly hours. In the event of snow or weather issues, the program remains open for work. The Mayor has the final determination if city businesses are to close due to weather issues. If a Fellow's work day falls on that day, the Fellow will have that time included as part of their hours for the week.



EXAMPLE #3

Fellowship Job Title: Community Engagement Fellow

Position Description: This Fellow will allow us to expand opportunities for our Early Learning Center to engage and better inform parents about curriculum, student events, parent activities, and community services. It will also enhance communication between teachers, parents, administration, and the community.

Fellowship Job Duties:

Work with Center Supervisor to communicate to parents regarding,

- Expired medical forms
- Chronic absences
- Referrals (follow-up) paperwork

Create and supervise monthly activities encouraging family engagement:

- Parent breakfasts
- Storytime
- Indoor Playtime
- Organize outdoor activities that promote cooperation
- Create opportunities that encourage social growth

Position Requirements:

- Spanish-speaking candidates are preferred but not required
- The ideal candidate should enjoy working in a fast-paced ELL learning environment and bring a strong sense of organization, strong communication skills, a positive attitude, a sense of humor, flexibility, and a love of young children.

Regular hours of operation: This position is 25 hours weekly and will require being able to work flexible hours.

Standing meetings or activities outside of these hours that Fellow(s) can regularly attend: Although most are scheduled in advance, the activities may involve some weeks working on a different schedule that addresses different programming needs.

Preferred work schedule for the days/hours for the Fellow(s): Since this will be our third year hosting a Fellow in this position, we expect a similar work schedule as the past two years. If there are changes, we will discuss them in detail with the



candidates to understand what works for them. We understand it is a 25 hr/wk schedule, and there will be time allowed for the candidate to meet the coursework requirements at Merrimack.

Organization's policy on lunch breaks, vacation, and sick time that will apply to Fellow(s): Fellows will work a total of 25 hours weekly, including all breaks (2: 20 min in a.m. and 20 in p.m.) and a 60-minute lunch daily. Our policy for sick and personal time is a combined 15 days. If the organization is closed for a holiday, the Fellow would have that time off as a part of their 25 hours.