

Fellowship Job Description

We are hiring for: **Summer 2023**

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Yearlong 2023-2024

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Organization name:

(and applicable abbreviations) _____

Organization City/Primary Work Location: _____

Website URL: _____

Organization Mission Statement (and any other relevant information you feel would be helpful to understanding the organization):

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Anti-Discrimination Statement/Policy:

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Supervisor Name:	_____
Supervisor Title:	_____

Fellowship Overview

Job Title:	_____
Job/Role Overview:	

This position will be:

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On-site

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Remote

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Hybrid:

Average percentage of time fellow can expect to come to the office each week: _____ %

Average percentage of time fellow can expect to be remote each week: _____ %

Are there any specific expectations regarding remote work of which the fellow should be aware?

Duration of Fellowship (# weeks): _____ Average hours per week: _____

A typical week as a PIFP fellow in our office will look something like this:

Expected wage: _____ per hour

Additional benefits offered to the fellow:

What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

Fellowship Details

Primary Responsibilities/Job Duties:

Through this fellowship, you will build capacity in our organization by:

The ways in which you will contribute to societal systemic change during this fellowship:

If applicable: You might also engage in direct service and impact your community in the following ways.

Required qualifications/skills:

Preferred qualifications/skills:

What skills/competencies will your fellow learn/enhance during this fellowship? (*Please describe in the box provided below the applicable competencies.*)

- ☐ **Career and Life Design:** The ability to proactively manage your personal and professional growth throughout your life journey.

- ☐ **Communication:** The ability to articulate thoughts and ideas clearly and effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and effectively communicate to different audiences in a variety of situations.

- ☐ **Critical Thinking:** The ability to exercise sound reasoning to analyze information, make decisions, identify problems, and develop workable solutions.

- ☐ **Equity and Inclusion:** The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

- ☐ **Leadership:** The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

- ☐ **Manage Information:** The ability to obtain, critically interpret, use, and communicate information, turning qualitative and quantitative data into knowledge.

- ☐ **Personal and Professional Effectiveness:** The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

☐ **Teamwork:** The ability to collaborate with others toward a shared goal, participating actively, and maximizing team performance.

☐ **Technology:** The ability to select and leverage existing technologies and use them ethically to solve problems, complete tasks, and accomplish goals efficiently. Ability to identify, learn, and effectively use new and emerging technologies.

Advice and Application Follow-up

Our advice for those who apply:

Additional information applicants should know about the organization and/or this position:

Supplemental question to be answered in your application, if interested in this fellowship: