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**Fellowship Job Description**

|  |  |  |
| --- | --- | --- |
| **This will be a:**  |  | **Summer Fellowship** |
|  |  |  |
|  |  | **Yearlong Fellowship** |
|  |  |  |
|  |  | **Project Based Micro-Fellowship** |

**Organization name** (and applicable abbreviations)**:**

**Organization City** (primary work location)**:**

**Website URL:**

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

**Anti-Discrimination Statement/Policy:**

**Supervisor Name:**

**Supervisor Title:**

**Fellowship Overview**

**Job Title** (if relevant)**:**

**Role** (or project) **Overview:**

**Primary responsibilities and expectations of fellow:**

**Duration of Fellowship** (number of weeks)**:**

**Average hours per week:**

**Anticipated start and end dates of the fellowship:**

**Percentage of in-office work:**

**Full physical address of on-site/in-office work:**

**Percentage of work away from the office** (include at home, virtual, or off-site as necessary, and *explain if travel will be required for this role and/or a car and driver’s license will be required):*

**Details and expectations regarding in-office vs. off-site work?** (i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)

**Describe a typical week as a PIFP fellow within your organization:**

**Wages/Stipend:**

**Additional benefits offered to the fellow:**

**The Fellowship Experience**

**Through this role, the fellow will build capacity in this organization by:**

**Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:**

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

**Qualifications and Expectations**

**Required qualifications, skills, and expectations:**

**Preferred** **qualifications, skills, and expectations:**

**Advice or additional information for applicants considering this fellowship:**

**Supplemental Essay Question**

**In addition to the three PIFP short answer questions on your application, please add this fourth question to your application when applying for this specific fellowship role.** Please keep your response to less than 350 words.