Shared Prosperity Fellowship Application
DUE: Friday, December 13th, 2017

Shared Prosperity Philadelphia was created to implement a comprehensive strategy to address poverty in Philadelphia. The Office of Community Empowerment and Opportunity (CEO), Philadelphia’s Community Action Agency, plays a key role in this effort. The City launched the office by executive order in January 2013 with an ambitious goal: to organize and implement a coordinated approach to reduce poverty. As a Shared Prosperity Fellow, you will serve as an ambassador for CEO and work alongside stakeholders from government, philanthropic agencies, academia, business and consumer communities, all in an effort to achieve a common understanding of Philadelphia’s poverty problem and everyone’s role in its ongoing solution.

Shared Prosperity Fellowship Positions: Spring 2018
The following unpaid fellowship positions are open in CEO for undergraduate and graduate students during Spring 2018 (15-25 hours/week based on Fellow’s class schedule). Option to apply for Summer 2018 during fellowship.

Applications will be reviewed and offers will be extended on a rolling basis.

<table>
<thead>
<tr>
<th>Shared Prosperity POLICY Fellowships</th>
<th># of positions</th>
<th>Shared Prosperity OPERATIONS Fellowships</th>
<th># of positions</th>
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<tbody>
<tr>
<td>Benefits Access Fellow</td>
<td>0</td>
<td>Information Technology Data Fellow</td>
<td>1</td>
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<tr>
<td>Collective Impact Fellow</td>
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<td>Information Technology Fellow</td>
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<tr>
<td>Communications and Fundraising Fellow</td>
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<tr>
<td>Early Learning Fellow</td>
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<tr>
<td>Food Policy Fellow</td>
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<tr>
<td>Planning and Evaluation Fellow</td>
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<tr>
<td>Promise Corps Fellow</td>
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<tr>
<td>Workforce Development Fellow</td>
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Application Timeline

<table>
<thead>
<tr>
<th>Application Release</th>
<th>November 17th, 2017</th>
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<tr>
<td>Application Deadline</td>
<td>December 13th, 2017</td>
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<tr>
<td>Interviews</td>
<td>November 20th thru December 15th, 2017</td>
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<tr>
<td>Fellowship Offers on Rolling Basis</td>
<td>No later than December 20th, 2017</td>
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<tr>
<th>Spring Fellowship</th>
<th>Orientation</th>
<th>Fellowship Dates</th>
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<tbody>
<tr>
<td></td>
<td>Week of January 22nd, 2018</td>
<td>January 22nd thru May 4th, 2018</td>
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<tr>
<td>Fellowship Type</td>
<td>Description</td>
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| **Benefits Access Fellow**      | The Benefits Access Fellow will:  
• Assist with identifying cross-policy interests and activities between the Benefits Access Working Group, Benefits & Food Access  
• Conduct research and recommend recognized national, state and local best practices as they relate to access to benefits and economic self-sufficiency  
• Assist Benefits Access Unit with identifying outreach activities and locations for the Benefits Access Mobile Unit  
• Assist with the communication and dissemination of mobile unit locations and activities |
| **Communications and Fundraising Fellow** | The Communications and Fundraising Fellow will:  
• Draft talking points, social media content, and grant proposal text for agency-wide use  
• Develop a content calendar for external messaging  
• Identify and pursue grant opportunities |
| **Collective Impact Fellow**    | The Collective Impact Fellow will:  
• Write and publish engaging blog posts on behalf of CEO  
• Prepare policy briefs and memos  
• Maintain the Shared Prosperity website using Wordpress  
• Manage logistics of Working Group meetings and Roundtable events  
• Use Constant Contact and Eventbrite to boost outreach efforts  
• Attend meetings, working groups or conferences as needed |
| **Early Learning Fellow**       | The Early Learning Fellows will:  
• Support the implementation of two citywide initiatives to increase families’ access and participation in high-quality early learning opportunities for children from birth to five  
• Conduct research on policy best practices  
• Conduct outreach to parents, trusted messengers and institutional partners  
• Support the evaluation of a citywide parental engagement strategy  
• Help build the capacity of working groups that have formed to strengthen the local system of child care and early learning |
| **Food Policy Fellow**          | The Food Policy Fellow will work both at emergency meal sites and in the office to:  
• Recruit and lead ‘Meals and More’ volunteers at their emergency meal sites  
• Research food insecurity and best practices in emergency meal service  
• Collaborate with meal site supervisors to implement best practices  
• Collect and analyze data on emergency meal guests and providers  
• Research social service providers and connect them with meal providers  
• Research potential sources of funding, volunteers, and other resources |
| **Planning and Evaluation Fellow** | The Planning and Evaluation Fellow will:  
• Assist with CEO’s data collection and evaluation efforts to further advance the goals of Shared Prosperity  
• Prepare policy briefs and memos  
• Utilize multiple data sources to analyze and develop reports for Shared Prosperity working groups and CEO staff |
| **Promise Corps Fellow**        | The Promise Corp Fellow will:  
• Research opportunities for partnership development in education in the West Philadelphia Promise Zone  
• Provide administrative support for staff assigned to the West Philadelphia Promise Zone high schools |
| Workforce Development Fellow | The Workforce Development Fellow will:  
|-----------------------------|----------------------------------------------------------------------------------|
|                             | • Support the implementation of a multi-year citywide workforce plan to build the skills employers need by taking an industry focused approach to developing career pathways,  
|                             | • Support tracking of the plan’s impact on employers and job seekers  
|                             | • Manage meetings and events related to roll out, implementation and evaluation of the workforce plan  
|                             | • Support the development of print and social media communication related to the workforce plan  
|                             | • *Research background preferred*  |

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<td><strong>Information Technology Data Fellow</strong></td>
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| The Information Technology Fellow Data will:  
| • Assist with data management and data optimization related projects  
| • Assist the Data Manager in setting and maintain data standards  
| • Provide updates on IT projects  
| • Execute tasks on different computer programs such as: Microsoft Excel, Microsoft Visio, SQL, SharePoint, or Content Management systems)  
| • Create and reviewing ER diagrams  
| • Conduct research on IT related best practices and software  
| • Provide weekly updates on progress and accomplishments  |

| Information Technology Fellow | The Information Technology Fellow will:  
|-----------------------------|----------------------------------------------------------------------------------|
|                             | • Assist with Level I technical support for approximately 60 end users  
|                             | • Help the IT Manager resolve support tickets generated by internal staff  
|                             | • Provide updates on IT projects  
|                             | • Aid with the deployment of new desktops, laptops and other hardware and peripherals  
|                             | • Conduct research on IT related best practices and software  
|                             | • Provide weekly updates on progress and accomplishments. |
Part ONE: Contact Info and Resume

Name: ________________________________________________________________

Email: ________________________________________________________________ Phone: __________________________

Please include a resume with your completed application.

Part TWO: Position Selection

Check below which Shared Prosperity Fellowship position you are interested in serving in the Office of Community Empowerment and Opportunity.

<table>
<thead>
<tr>
<th>Shared Prosperity Policy Fellowships</th>
<th>CHECK</th>
<th>Shared Prosperity Operations Fellowships</th>
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Part THREE: Application Questions

Please respond to questions 1 and 2 below in 350-500 words each:

1. Why are you interested in serving in the Office of Community Empowerment and Opportunity as a Shared Prosperity Fellow?
   a. What interests you about the specific fellowship position for which you are applying?
   b. What specific experiences and/or skills will you bring to the fellowship position?
   c. What skills or experiences do you hope to gain from the fellowship position?

2. Please tell us about a personal or professional experience that has shaped your thinking about one of the following poverty related issues:
   a. Jobs and Training
   b. Access to Benefits
   c. Learning Preparedness
   d. Housing Security
   e. Economic Security
   f. Food Security

HINT: For more information on each of these issues, please visit sharedprosperityphila.org and click GOALS and INITIATIVES.
Part FOUR: References
Please list two academic or professional references. Be sure to select individuals who can speak to your interests, experience, skills and talents.

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Contact Number</th>
<th>Email</th>
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APPLICATION CHECKLIST:
Please review your application carefully before submission to ensure it is complete. Incomplete applications will not be considered.

- **Part ONE: Contact Info and Resume**
- **Part TWO: Position Selection**
- **Part THREE: Application Questions**
- **Part FOUR: References**

Please email completed application and resume, as a **SINGLE PDF**, to SharedProsperityFellowship@gmail.com. Applications will be accepted and reviewed through December 13th, 2017

**NOTE:** When submitting applications via email, please put your **LAST NAME** and the **NAME OF THE POSITION** you are applying for in the **SUBJECT LINE**.