

The Office of Community Empowerment and Opportunity



Shared Prosperity Fellowship Application

DUE: Monday, April 16th, 2018

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, in an effort to achieve a common understanding of Philadelphia's poverty problem and everyone's role in its ongoing solution. Fellows may be able to use their work during the Fellowship towards course credit, school projects, or honor theses. Although the Fellowship is unpaid, a modest travel benefit will be provided.

Shared Prosperity Fellowship Positions: Summer and Fall 2018

Shared Prosperity Fellowships are offered in CEO's Policy and Operations departments. The following fellowship positions are open for undergraduate students, graduate students, and recent graduates during the Summer 2018 (30 hours/week) and Fall 2018 (15-25 hours/week based on Fellow's class schedule).

Shared Prosperity POLICY Fellowships	# of positions	Shared Prosperity OPERATIONS Fellowships	# of positions
Benefits Access Fellow	1 (Summer and Fall)	Information Technology Fellow	1 (Summer and Fall)
Collective Impact Fellow	1 (Summer and Fall)		
College and Career Readiness Fellow	1 (Summer and Fall)		
Communications and Fundraising Fellow	1 (Summer and Fall)		
Financial Empowerment Fellow	1 (Summer and Fall)		
Place-Based Initiatives Fellow	1 (Summer and Fall)		

Application Timeline

Application Release – Summer & Fall 2018	March 16 th , 2018	
Application Deadline – Summer & Fall 2018	Applications will be received through April 16 th , 2018	
Interviews	March 20 th – April 20 th	
Fellowship Offers Announced	No later than April 20 th , 2018 *Offers announced on rolling basis*	
Summer Fellowship	Orientation	Fellowship Dates
	June 4 th – 8 th , 2018	June 4 th – August 10 th , 2018
Fall Fellowship	Orientation	Fellowship Dates
	Week of September 24 th , 2018	September 2018 – December 2018

Shared Prosperity Fellowships

Shared Prosperity POLICY Fellowships	
Benefits Access Fellow	<p>The Benefits Access Fellow will:</p> <ul style="list-style-type: none"> • 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
Collective Impact Fellow	<p>The Collective Impact Fellow will:</p> <ul style="list-style-type: none"> • 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
College and Career Readiness Fellow	<p>The College and Career Readiness Fellow will:</p> <ul style="list-style-type: none"> • Support the Promise Corps College and Career Readiness Program • 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
Communications and Fundraising Fellow	<p>The Communications and Fundraising Fellow will:</p> <ul style="list-style-type: none"> • Draft talking points, social media content, and grant proposal text for agency-wide use • Create content for Shared Prosperity's website and Twitter account • Develop a content calendar for external messaging • Identify and pursue grant opportunities
Financial Empowerment Fellow	<p>The Financial Empowerment Fellow will:</p> <ul style="list-style-type: none"> • Help with mapping clients who have received CEO-related benefits • Write scripts to allow batch uploading of addresses to an online query seeking information about the addresses
Place-Based Initiatives Fellow	<p>The Place-Based Initiatives Fellow will:</p> <ul style="list-style-type: none"> • Support the West Philadelphia Promise Zone Initiative • Create a resource guide that will catalog services and programs offered by Partner and Community based organizations • Build an electric directory as well as populate the content and design a hard copy version • Support community engagement efforts like creating content for the Promise Zone's monthly newsletter

Shared Prosperity OPERATIONS Fellowships

Information Technology Fellow	<p>The Information Technology Fellow will:</p> <ul style="list-style-type: none"> • 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
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Part ONE: Contact Info and Resume

Name: _____

Email: _____ Phone: _____

Please include a resume with your completed application.

Part TWO: Position Selection

When are you interested in serving as a Shared Prosperity Fellow in the Office of Community Empowerment and Opportunity? Check below.

_____ Summer 2018 (June 4th thru August 10th)

_____ Fall 2018 (September to December 2018)

_____ Please check if you are willing to serve as a Shared Prosperity Fellow for both terms
(Summer 2018 and Fall 2018/June – December 2018)

Please indicate your first choice for a Shared Prosperity Fellowship with a #1 in the chart below. If you are not selected for your first choice and are interested in being considered for additional fellowships, please rank up to 3 that interest you.

Shared Prosperity POLICY Fellowships	RANK	Shared Prosperity OPERATIONS Fellowships	RANK
Benefits Access Fellow		Information Technology Fellow	
Collective Impact Fellow			
College and Career Readiness Fellow			
Communications and Fundraising Fellow			
Financial Empowerment Fellow			
Place-Based Initiatives Fellow			

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 Mayor’s 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.

Name and Position	Contact Number	Email	Relationship

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 April 16th, 2018.

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**.