

Mayor's Office of Community Empowerment and Opportunity



Shared Prosperity Fellowship Application

DUE: Friday, August 18th, 2017

Shared Prosperity Philadelphia was created to implement a comprehensive strategy to address poverty in Philadelphia. The Mayor's 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: Fall 2017 and Spring 2018

The following fellowship positions are open in CEO's policy department for undergraduate and graduate students during the Fall 2017 and Spring 2018 (15-25 hours/week based on Fellow's class schedule).

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

Shared Prosperity Policy Fellowships	# of positions
Collective Impact Fellow	1
Early Learning Fellow	2
Food Policy Fellow <i>***Food Policy Fellows spend dedicated time each week at a meal site.***</i>	2
Planning and Evaluation Fellow	1
Promise Corps Fellow	1
Workforce Development Fellow	1

Application Timeline

Application Release – Summer & Fall 2017	July 26 th , 2017	
Application Deadline – Summer & Fall 2017	Applications will be reviewed as received thru August 18 th , 2017	
Interviews	July 27 th thru August 20 th , 2017	
Fellowship Offers Announced	No later than August 25 th , 2017	
Fall Fellowship	Orientation	Fellowship Dates
	September 18 th , 2017	September 18 th thru December 1 st 2017
Spring Fellowship	Orientation	Fellowship Dates
	Week of January 15 th , 2018	January – May 2018

Shared Prosperity Fellowships

Shared Prosperity POLICY Fellowships	
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
Early Learning Fellow	<p>The Early Learning Fellows will:</p> <ul style="list-style-type: none"> • 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	<p>The Food Policy Fellow will work <u>both at emergency meal sites and in the office</u> to:</p> <ul style="list-style-type: none"> • 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	<p>The Planning and Evaluation Fellow will:</p> <ul style="list-style-type: none"> • 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	<p>The Promise Corp Fellow will:</p> <ul style="list-style-type: none"> • 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	<p>The Workforce Development Fellow will:</p> <ul style="list-style-type: none"> • 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 <p style="text-align: center;">***Research background preferred***</p>

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 Mayor’s Office of Community Empowerment and Opportunity? Check below.

- _____ Fall 2017 (September to December 2017)
- _____ Spring 2018 (January to May 2018)
- _____ Fall 2017 and Spring 2018 (September 2017 to May 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 indicate your second and third choices.

Shared Prosperity Policy Fellowships	RANK
Collective Impact Fellow	
Early Learning Fellow	
Food Policy Fellow <i>***Food Policy Fellows spend dedicated time each week at a meal site. ***</i>	
Planning and Evaluation Fellow	
Promise Corps Fellow	
Workforce Development 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 August 18th, 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.