



!ImpactAlamance

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Elon Year of Service Fellows Job Description

The Elon-Year of Services Fellowship is for the mutual benefit of the Fellow and the Foundation. The Fellow acts as a Junior Program Officer to Impact Alamance staff, taking increasing responsibility over the course of the year of service. A major portion of time will be working with the Community Engagement Manager and the President supporting the For Alamance Initiative, participating on the Narrative Team, helping determine communication strategies, participating in the Alamance Racial Equity Co-Lab, assisting with the Community Forward grant cycle, evaluating grant proposals, and working on other various projects of significance to the Foundation. The Year of Service Fellowship is structured to enable the Junior Program Officer to learn about philanthropy and the non-profit sector and to engage in personal/professional development concerning issues of interest to the Junior Program Officer and of importance to the Foundation.

Responsibilities:

1. For Alamance Initiative

A. Support The For Alamance Initiative. Keeps in regular contact with Institute's Director of Community Initiatives, Harwood coaches, and other staff to track initiative progress, troubleshoot, and accelerate progress.

B. Supports all Labs, Workspaces, meetings and other convenings.

C. Tracks and encourages activities of various teams and public innovators. Keeps in close contact with each team and other public innovators in-between Harwood coaching sessions.

2. Grantmaking

A. Work with program staff to develop and implement Community Forward Grant proposals.

B. Assist in identifying and meeting with community residents who are interested in applying.

C. Assist in preparing written grant recommendations and respond to questions from Board related to those recommendations.

- D. Oversee and coordinate site visits with Community Forward grantees who have received funding.

3. Community Outreach

- A. Communicate the Foundation's interests to groups and individuals who are engaged in work related to the Foundation's focus areas and vision.
- B. Represent the Foundation at meetings, conferences, and organizational activities consistent with the Foundation's mission and priorities.

4. Community Coalitions and Collaborative Teams

- A. Participate in Wellness Collaborative and ACRE CoLab initiatives.
- B. Participate on Harwood Narrative Team as a Public Innovator. Track stories of progress by creating constant flow of communications with various teams and growing network of public innovators.

3. Elon Fellows Recruitment

- A. Work with the Elon Year of Service Committee to conduct outreach on Elon campus to recruit seniors to apply for the Year of Service Fellowship program through class presentations, panels, and information tables at campus events.

4. Community Coalitions and Collaborative Teams

- A. Serves on various teams, committees and collaboratives as directed by mentor/supervisor.

5. Conference Center Coverage

- A. Rotates with other team members to provide coverage for the Impact Alamance Conference Center with the Conference Center Coordinator is on leave.

6. Special Projects

- A. The Junior Program Officer may pursue projects of personal interest (in consultation with Impact Alamance staff) as they relate to the Foundation's priorities and is also expected to work on other projects designated by their mentor.

Year of Service Fellow with Impact Alamance

Date

VP of Programs, Impact Alamance

Date