LEVEL UP Program

Title of Project: Multiple Positions Available

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Duration: Minimum of 180 hours.

Deadline: March 31, 2017

Location: Worcester, MA

Position Description(s): (5 Program Areas Available)

LEEP Fellows can choose from the programs below:

- Grant Writing Fellow
- Marketing Fellow
- Curriculum Development Fellow
- Project Coordinator
- Housing Counseling Network Fellow

Grant Writer Fellow
Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Marketing Fellow
The Marketing fellow will work directly with the President/CEO and other staff of the Initiative to help develop new materials and strategies to promote the organization. Applicants should have an interest in nonprofit work or communications. Tasks will include arranging media engagements, developing new materials, and outreach to other organizations.

Curriculum Development Fellow
The Curriculum Development Fellow will work directly with the President/CEO and a committee of community partners to develop a civic engagement curriculum to be used to run a seminar in the Spring and furthermore to be integrated into existing programs in order to encourage more civic engagement and political participation. Applicants must have an interest in education and community organizing, strong research skills, and developing models that are culturally competent. Tasks include interviewing youth and community members about interests and concerns and translating this into a curriculum based on best practices.

Project Coordinator
The intern should believe in the UNITEYCDC mission, be a high-energy and creative team player, and have superb relationship building and stewardship talents. Our interns do substantive work and get exposed to a range of issues, including fair housing and fair lending, organizing and advocacy, community and economic development, and workforce development.

Housing Counseling Network Fellow:
The intern will support the Housing Counseling Network in various capacities, which may include research, writing and project management. The intern believes in the UNITEYCDC mission, is a high-energy and creative team player, and has superb relationship building and organizational skills. Our interns do substantive work and get exposed to a range of issues, including fair housing and fair lending, grassroots organizing and advocacy, community and economic development, housing counseling and workforce development.
Qualifications: (See individual program descriptions)

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: Please, visit: http://www.uniteycdc.org/

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply:
To apply for the position, students would apply directly to the organization by March 31st.

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position first and complete the LEEP Fellows Application Process by March 3 (for early decision) or April 14th.

Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. (Recommendation letters should be emailed directly to rmaddox@clarku.edu)

About the Organization: UNITEY CDC is an organization committed to building and connecting the bridge for the youth and young adult residents of our communities.
We are committed to being the culture broker who connects Level Up! program participants to private, public and non-profit sectors by providing a holistic streamline approach for access to social and human services, assuring a quality tomorrow for the youth and young adults who reside in the City of Worcester.