



FOUR GRADUATE STUDENT FELLOWSHIPS AVAILABLE (PAID)

ORGANIZATION:

The New York Community Trust (The Trust), the community foundation for the New York area, is offering **four fellowships for full-time graduate students**. The Trust, established in 1924, is one of the largest and oldest community foundations in the United States. With assets approaching \$3 billion, it makes grants in three program areas: Healthy Lives, Promising Futures, and Thriving Communities. In 2017, The Trust made \$220 million in grants for research, advocacy, and service delivery. (More information at: www.nycommunitytrust.org).

FELLOWSHIP ELIGIBILITY AND DETAILS:

- Applicants must be entering their last year of a full-time graduate program and scheduled to graduate in May 2019.
- Applicants must have existing authorization to work in the United States.
- This is a temporary and time-limited Fellowship. It starts in May 2018 and ends in May 2019. Fellows must commit to the entire period.
- Fellows work up to 35 hours a week between May 2018 and August 2018 and 15 to 20 hours a week between September 2018 and May 2019.
- The fellowship pays \$21 an hour (no fringe benefits).
- Fellows must remain enrolled as full-time graduate students for the entire Fellowship.
- Fellows' field of graduate study must match an aspect of the Fellowship.
- Fellowships are intended as learning experiences to complement Fellows' graduate study, not an entry-level position at The Trust.
- There are three program Fellowships and one communications Fellowship available.
- Fellows work under the supervision of the Directors for each area.

Fellowship 1:

Human and Youth Services, Workforce Development, Education, and Human Justice

The Fellow will work on grants that develop the strengths of families and young people; improve their living and working conditions; and improve family and child welfare services; support efforts to improve the City's public schools and increase access to justice; and prepare New Yorkers for employment in growing sectors of the economy.

Fellowship 2:

Community Development, Civic Affairs, Arts, and Historic Preservation

The Fellow will work on grants to sustain strong communities and create housing and economic opportunities in low-income neighborhoods; promote diversity in the arts; expand access for artists and audiences; strengthen arts management and arts advocacy; improve arts education in the public schools; support preservation in low-income and minority communities and the boroughs outside of Manhattan; and help restore historic places that represent significant and overlooked aspects of City history.

Fellowship 3:

Health, Behavioral Health, People with Special Needs, and the Environment

The Fellow will work on grants for biomedical research, health, behavioral health, and special populations: children with disabilities, elders, the blind and visually impaired, and people with developmental disabilities. S/he also will work on grants to expand open space and parks; reclaim the waterfront and brownfields; reduce toxins in New York City; and address climate change, biological diversity, and the reduction of toxins hazardous to human health.

Fellowship 4:

Communications and Marketing

The Fellow will assist a two-person communications team tailor press releases and pitch stories to specialized media outlets and beat reporters about The Trust's grantmaking; author articles for Trust newsletters and philanthropy blogs; attend photo shoots and issue briefings; write grant summaries for press briefings; and share news about Trust grants and grantees via social media.

REQUIREMENTS AND RESPONSIBILITIES:

The three Program Fellows will be exposed to all areas of Trust grantmaking: proposal review, grant investigation and analysis, writing grant recommendations, and reviewing reports. A major responsibility is monitoring grantee performance and writing interim and final progress reports. Candidates must have strong writing skills; a background in one or more of the focus areas; an ability to conduct meetings with grantees; the capacity to work independently and in a timely manner; and function within a professional office environment.

The Communications and Marketing Fellow will be part of an organizational-wide effort to publicize The Trust's work. Candidates should have clear and accurate writing skills, strong proofreading and research skills, good attention to details and strong organizational skills, and knowledge of New York City and the ability to get around the five boroughs. Photography skills and experience with editing and updating web content are helpful.

HOW TO APPLY:

Email, **as a single PDF document**, your resume, a cover letter, and a short writing sample (500-1500 words) to Janet Reynolds-Fletcher at **jem@nyct-cfi.org**.

In the subject line please put your **First Name, Last Name, and the Fellowship #** for which you are submitting the application; you may only apply for one position.

Applications must be received at The Trust by 5:00pm on Friday, February 16, 2018.