



**Eli J. & Phyllis N. Segal Fellow  
NY-0301-01**

AmeriCorps, the federal agency for national service and volunteerism, brings people together to tackle the country's most pressing challenges. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at [AmeriCorps.gov](https://www.americorps.gov).

AmeriCorps is seeking an Eli J. & Phyllis N. Segal Fellow for a one-year placement. The Segal Fellow will serve to advance the goals of the American Rescue Plan and the launch of Public Health AmeriCorps. Public Health AmeriCorps is a joint effort between the Centers for Disease Control and Prevention and AmeriCorps. The partnership will leverage the expertise of both agencies, capitalizing on AmeriCorps' experience managing some of the most prominent public service programs in the nation while benefitting from CDC's technical expertise as the country's public health agency. The program will help meet public health needs of local communities by providing much-needed surge capacity for state and local public health agencies and develop pathways to public health-related careers through on-site experience and training with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

The Segal Fellow will support AmeriCorps' appointed Senior Advisors who are focused on implementation of the Biden Administration priorities, especially Public Health AmeriCorps and AmeriCorps' response to COVID-19. They will work in concert with the Office of the CEO Immediate team to support the partnerships and planning required to execute AmeriCorps' strategic goals.

Benefits and expectations of being selected for this AmeriCorps Segal Fellowship include becoming a lifelong Segal Fellow and participating in ongoing professional and personal development through the [Eli J. & Phyllis N. Segal Citizen Leadership Program](#).

Location: Department of the Chief Executive Officer  
Office of the CEO  
Washington DC (currently remote), open to considering other locations

Salary: \$40,000 - \$45,000

Appointment Type: This is a one-year, temporary position.

Supervisory Controls: Works under the direct supervision of AmeriCorps' Senior Advisor for COVID-19. Overall work is evaluated in terms of adequacy and soundness of objectives completed, compliance with general instructions and within stated timelines. The incumbent exercises discretion and judgment in completing assignments.

Please submit the following required documents to Morgan Levey at [mlevey@cns.gov](mailto:mlevey@cns.gov) by midnight on Monday, August 2.





## Required Documents

- Resume demonstrating:
  - Leadership and project management abilities
  - Dedication to national service and its ideals
  - Competencies listed below
- Cover letter and a short writing sample (not to exceed two pages) demonstrating clear, direct communication skills
- Official CNCS service Letter(s) verifying your year(s) of service and completion or anticipated completion date in AmeriCorps NCCC, State and National and/or VISTA  
NOTE: If you are currently serving full-time in AmeriCorps State and National, we will accept verification of your service from the site supervisor of the organization in which you are service. The letter must be on the organization's letterhead and include the following information:
  - Name of the AmeriCorps Program
  - State of service
  - Dates of service, including anticipated end date

## Primary Job Tasks and Responsibilities

### Project Management & Coordination

- Collaborate with staff across the agency to assist in the successful development and implementation of Public Health AmeriCorps.
- Help ensure key internal stakeholders are aware of and involved in conversations
- Coordinate meeting agendas and follow-up.
- Engage in discussions with key stakeholders and leadership to further ARP goals and objectives.
- Collect, analyze, and report on progress, identifying solutions to problems that arise, using sound judgment to evaluate alternatives and make recommendations.
- Work closely with Senior Advisor for Covid-19 and keep key stakeholders apprised of barriers, issues, challenges, and successes that affect progress on Public Health AmeriCorps.

### Communication & Outreach

- Support development and execution of communication and outreach strategy.
- Identify and help manage and prioritize communication and collaboration with key stakeholders.
- Research, draft, and edit proposals, reports, and other communication.
- Gather relevant content, stories, and data to support the development of presentation, briefing, and other materials.

### Other:

- Assist the CEO Office with special projects related to administration priorities.
- Other duties as assigned.

Segal Fellows are expected to be active participants, both during the year at AmeriCorps and



afterwards, in activities of the Eli J. & Phyllis N. Segal Citizen Leadership Program at Brandeis University, a national network which aims to inspire, support, and enable new generations of leaders and promote citizen leadership. This includes attending virtual trainings approximately monthly during the Fellowship term at AmeriCorps, as well as participating in mentorship, networking, and professional development opportunities following the term of the Fellowship.

### **Qualifications:**

- Knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required. Knowledge of SharePoint, OneNote, and virtual meeting platforms such as Zoom and Microsoft Teams desired. Demonstrated ability to quickly learn how to use technology that enables collaboration in a virtual work environment.
- Strong writing and editing skills and attention to detail. Demonstrated ability to translate technical information into plain language, as well as catch typos and formatting and grammar errors quickly in a fast-paced environment.
- Project management experience required, including an ability to connect the pieces behind multiple projects, understand and articulate how they tie together, and identify steps needed to accomplish a goal.
- Public speaking skill and experience and/or eagerness to learn preferred.
- Meeting coordination and facilitation experience preferred.
- Qualified applicant will meet one of the following criteria:
  - Currently serving a full-term of service in AmeriCorps State and National, AmeriCorps NCCC or AmeriCorps VISTA, provided the service is completed within 30 days of the closing date of this announcement. (Members may not terminate their service year early to participate in the Fellowship, even if they have already successfully completed a previous service year).
  - Successful completion, within the last 3 years:
    - Full-time (1,700 hours) service in AmeriCorps NCCC or AmeriCorps State and National or one year of service in AmeriCorps VISTA. An exemption from the 3 year provision may be made for:
      - AmeriCorps Alumnus who was enrolled in full-time studies at an accredited college/university, active duty military service or other full-time national service, e.g., Peace Corps, that occurred within one year of completion of AmeriCorps service.
      - Completion of a second term of AmeriCorps Service in which the AmeriCorps Alumnus was enrolled within one year of completion of the first term (documentation required).

### **Competencies:**

Written Communication – Use correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Oral Communication - Express information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical,



sensitive, controversial); make clear and convincing oral presentations; listen to others, attend to nonverbal cues, and respond appropriately.

**Project Management** - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting deliverables and deadlines.

**Attention to Detail** – Perform work with a conscientious eye for detail and ensure products are thoroughly thought out and reviewed.

**Customer Service** – Work with colleagues and external stakeholders to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; know and about and committed to providing quality products and services.

**Computer Skills** - Use computers, software applications, databases, and automated systems to accomplish work.

**Self-Management** – Set well-defined and realistic individual goals; display a high level of initiative, effort and commitment towards completing assignments in a timely manner; work with minimal supervision; motivated to achieve; demonstrate responsible behavior.