



## Calling AmeriCorps Alumni: Apply to be our next Eli J. & Phyllis N. Segal Fellow

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. This highly selective fellowship provides a recent AmeriCorps member with a one-year placement in the agency's headquarters, Department of the CEO. The fellow gains access to agency leaders, contributes to national service policy and programs, and implements priority projects. This fellowship is named in honor of the late Eli Segal, one of the architects of the national service movement and the first CEO of AmeriCorps; his wife Phyllis Segal carries that legacy today.

AmeriCorps' priority for the next fellow is to help develop and implement the vision, goals, and strategic plan to advance AmeriCorps' mission. The Segal Fellow will support the agency's existing [Strategic Plan](#), and help to shape the next one. AmeriCorps' Strategic Plan defines the agency's goals, objectives, and strategies to both meet and exceed our mission to improve lives and strengthen communities. The Segal Fellow will work closely with our Senior Project Manager and Chief of Staff, along with the CEO-Immediate team to support agency-wide coordination and implementation of our plan. This work will include (1) project management for achieving progress toward agency goals, (2) developing and implementing a communication strategy to stakeholders, and (3) identifying ways to innovate on our processes. The fellow may also support other projects at the discretion of the Chief of Staff and Chief Executive Officer.

Beyond the responsibilities at the agency, this fellowship includes leadership training through a partnership with Brandeis University. The Segal Fellow will join a cohort of citizen leaders and AmeriCorps alumni, participating in ongoing professional and personal development through the [Eli J. & Phyllis N. Segal Citizen Leadership Program](#).

### Position Logistics

Location: Department of the Chief Executive Officer, Office of the CEO

Washington, D.C. (currently remote), open to considering other locations

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

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

Applications will be accepted on a rolling basis with priority given to candidates who apply by **September 27, 2024**. Please send your complete application materials to Martha Tierney at [mtierney@americorps.gov](mailto:mtierney@americorps.gov) with "Segal Fellow" in the subject line.





## Required Documents

1. Resume demonstrating:
  - a. Leadership and project management abilities.
  - b. Dedication to national service and its ideals.
  - c. Qualifications and competencies, listed below.
2. Cover letter and a short writing sample (not to exceed two pages) demonstrating strong communication skills.
3. Official AmeriCorps service Letter(s) verifying your year(s) of service and completion or anticipated completion date in AmeriCorps State and National, NCCC, 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 in service. The letter must be on the organization's letterhead and include the following information:
  - a. Name of the AmeriCorps Program
  - b. State of service
  - c. 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 phased implementation and tracking of our strategic plan.
- Help ensure key internal stakeholders are aware of and involved in conversations.
- Coordinate meeting agendas and follow-up on priority items.
- Collect, analyze, and report on progress, identifying solutions to problems that arise, using sound judgment to evaluate alternatives and make recommendations.
- Work closely with our Senior Project Manager and other senior leaders to keep them apprised of barriers, issues, challenges, and successes that affect progress of our Strategic Plan.

### **Promote a culture of Continuous Improvement & Learning**

- Support AmeriCorps' strategic initiatives, including the agency's drive to deliver clear and compelling performance results.
- Support the creation and updating of content – documents, presentations, reports, website, etc. – to align with the agency's messaging for internal and external audiences.

### **Communication & Outreach**

- Support development and execution of a communication and outreach strategy.
- Identify and help manage and prioritize communication and collaboration with key agency 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 Duties

- Assist the CEO Office with special projects related to administration priorities.
- Actively participate in the Eli J. & Phyllis N. Segal Citizen Leadership Program at Brandeis University—during the year at AmeriCorps headquarters, and as a lifelong fellow. This includes attending virtual trainings (approximately monthly) during the AmeriCorps position, as well as participating in mentorship, networking, and professional development opportunities following the term of the Segal Fellowship.
- Other duties as assigned.

## Qualifications

- Project management experience required, including an ability to attend meetings, absorb information, proactively generate potential solutions, and identify steps needed to accomplish a goal.
- Ability to work creatively and independently toward objectives, paired with the aptitude to succeed in a fast paced, ambiguous, hybrid team-based 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.
- Comfort using technology and exploring new technology tools. Demonstrated ability to quickly learn how to use technology that enables collaboration in a virtual work environment.
- Knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required. Knowledge of SharePoint, OneNote, and virtual meeting platforms desired.
- Meeting coordination and facilitation experience preferred. Public speaking skills and experience and/or eagerness to learn 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:
      - An 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.