



## 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 for a one-year placement in the Office of the CEO. The Segal Fellow will support the implementation of [AmeriCorps' Strategic Plan](#) and other projects at the discretion of the Chief of Staff and Chief Executive Officer. AmeriCorps' Strategic Plan defines the agency's goals, objectives, and strategies to both meet and exceed the agency's 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 of implementing year one of our plan. This will include supporting tracking and reporting our progress, developing and implementing our communication strategy to stakeholders, and identifying way to innovate on our processes.

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.

Applications will be accepted on a rolling basis with priority given to candidates who apply by September 5. Send your application to Martha Tierney at [mtierney@cns.gov](mailto:mtierney@cns.gov) with "Segal Fellow" in the subject line.

### 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 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.
- 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, Chief of Staff and other senior to keep them apprised of barriers, issues, challenges, and successes that affect progress of our Strategic Plan.

#### 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 edits 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:**

- 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.
- Comfort using technology and exploring new technology tools.
- 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.
- Meeting coordination and facilitation experience preferred.
- Public speaking skill and experience and/or eagerness to learn preferred.
- Qualified applicant will meet one of the following criteria:
  - o 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).
  - o 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.