

SAMPLE CF PROPOSAL
[PARTNERING ORGANIZATION NAME]
Community Fellow Position

Reports To: [name/title]

Primary Purpose of Position: [main project/process/report/recommendations, program development, or other]

Hours: 15 hours a week.

KEY RESPONSIBILITY AREA: Data and Evaluation [or other responsibility, such as Program Development, Community Organizing; Urban Planning, or other]

- Update existing _____ plan with secondary data for _____.
- Explore factors associated with trends in local data.
- Identify geographic pockets in the Lehigh Valley of need for various indicators.
- Collect latest best practice strategies and models on _____.
- Analyze data to determine the needs of _____ in the Lehigh Valley.
- Analyze best practice research to determine effective strategies for address the needs of _____ in the Lehigh Valley.

Engage program/partner stakeholders and attend community events/meetings that relate to

- Identify deliverables, tools and methodology for performance measures.
- Create PowerPoint presentations, make needed Excel files, and write letters.
- Attend strategy forums and discussions of system change issues.
- Record results of community focus groups.

RELATIONSHIPS:

Direct working relationships with vice president, lead staff, and volunteers in _____.

REQUIREMENTS/CHARACTERISTICS OF IDEAL CANDIDATE:

- Broad knowledge of the community development process [or other specific knowledge]
- Knowledge of the challenges faced by _____ [especially related to poverty and minority status]
- Experience conducting secondary research
- Experience analyzing data and best practice models
- Skill in facilitating a volunteer-driven decision-making process and reaching constructive consensus
- Ability to understand and work with complex relationships
- Motivation and ability to engage as a positive and contributing member of a departmental team
- Skills in leading and mentoring staff to produce focused and effective work
- Excellent written and oral/presentation communication skills
- Able to manage multiple priorities, with attention to appropriate detail and key organizational principles
- Computer literacy (word processing, web research, and e-mail)
- Understanding and commitment to the mission of _____