



Innovations in Civic Participation Summer of Service (SOS) Fellow

ICP is seeking a Summer of Service (SOS) Fellow for an appointment of one year to begin as soon as possible.

Description

The Service Fellow Program is a post-graduate opportunity aimed at developing recent college graduates' professional skills in the nonprofit arena. ICP will select a full-time Fellow to work as part of ICP's core team on its Summer of Service (SOS) Initiative, which aims to support and encourage the development of successful SOS programs that engage low-income, at-risk middle school students in improving their communities while engaging in experiential learning that increases their potential for access and success in college and beyond.

ICP is beginning a new three-year project to develop SOS resources and ICP's capacity to provide guidance and assistance to organizations interested in creating or improving SOS programs, while continuing to build awareness and support for SOS as an effective strategy and much-needed program for America's youth. ICP will be working with two consultants on developing a program design toolkit, training module, and an evaluation toolkit, in addition to advancing development of our SOS Online [Resource Center](#).

The Service Fellow will be an integral part of the team, with responsibility for helping to improve the infrastructure and research and manage information for the SOS Online Resource Center, assisting the project consultants and pilot organizations, and providing overall support for the SOS initiative.

Terms of appointment

The Service Fellow Program is a one-year, full-time fellowship. Salary will be \$21,000 for the year and includes health and dental benefits. For best consideration, please submit your application by Friday, January 23, 2009. Applicants will be interviewed on a rolling basis. The position would ideally begin late January/early February.

Activities of the Service Fellow

Because ICP has a small staff, we are able to work with each Fellow individually to construct a workplan that takes into account both the needs of the organization and the preferences and strengths of the Fellow. The Summer of Service initiative is managed by an ICP Program Associate and ICP's Executive Director. The Fellow will work directly with the Program Associate.

Project involvement will focus on the following work areas: website development and maintenance, research, partnership development, and communications. Fellow assignments include:

- 1. Improving and building the SOS Online Resource Center** - Identify and collect materials and resources, research and write about featured programs, identify existing SOS programs through desk and survey research and enter information into the Program Database. Improve infrastructure of website to be able to better manage, organize and search for data; use

multimedia (video, photos, etc); and host webinars. Facilitate the SOS online discussion forum.

2. **Research assistance** – Assist consultant(s) in researching promising practices in the field; research models outside of SOS that could provide initial best practices.
3. **Project support** – Assist Program Associate and consultants in identifying and recruiting programs to be pilot projects
4. **Communications** – Write SOS updates for the ICP newsletter and special SOS editions of the newsletter. Assist with communication with pilot programs and Resource Center users. Assist in networking with other organizations and stakeholders.

Required Qualifications

Applicants will have the following qualifications:

- A strong interest in service-learning, civic participation, college access and community development;
- Previous website development/maintenance, database and multi-media experience
- Excellent analytical, writing, and organizational skills;
- Previous research experience, preferably in the social sciences or education fields;
- Creative, highly organized, and responsible;
- Comfortable working independently and as part of a team under time pressure, and multi-tasking;
- Bachelor's degree required;
- US work authorization required.

Desired Qualifications

- Service-learning, afterschool/summer and/or college access program knowledge and experience;
- Advanced website design knowledge and skills, especially interactive website development

Application Procedure

Applications should include the following:

- Cover letter
- Resume
- Writing sample: 1000-1500 words; please use your judgment about the writing sample you include and explain why the writing sample you chose is relevant to ICP and the SOS Fellow position
- Three references

All materials should be submitted to Kelly Fox, Office Manager, preferably via email at fox@icicp.org. Applications can also be submitted by fax at 202-355-9317, or by mail to:

Innovations in Civic Participation
1776 Massachusetts Ave., NW
Suite 201
Washington, DC 20036

Summer of Service

ICP proposed a national *Summer of Service* (SOS) program to help communities create positive alternatives for middle school students during summer vacations. In the summer months, the lack of constructive activities and opportunities for young people often results in academic decline, risky behavior, and an increased likelihood of failing to make the transition to high school. Yet, when young people participate in service activities they are better able to control their own lives in a positive way, avoid risky behaviors, strengthen their community connections and become more

engaged in their own education. A national SOS would enable a large number of young teens to participate in service as a “rite of passage” from middle to high school and provide opportunities for them to enter their teenage years with a positive experience that reinforces community connections, enlivens their education, and strengthens personal and civic values. At the same time, communities across America might find an important new resource in their own backyards – young people who are ready to serve, if only they are asked and provided the opportunity to do so.

ICP’s three-year initiative will promote SOS as an effective strategy that can be utilized by college access organizations and networks, as well as other educational, out-of-school and youth development organizations to increase young people’s access to and success in college. Through this initiative, ICP aims to provide high quality resources and assistance to organizations interested in designing, implementing, evaluation and improving SOS programs.

About the Service Fellow Program

Innovations in Civic Participation created the Service Fellow Program in order to expose recent college graduates with an interest in service and civic participation to the workings of an internationally focused non-profit organization. ICP is structured to afford each Fellow the opportunity to work closely with a small team dedicated to improving opportunities for young people around the world to play an important role in addressing critical community needs.

About Innovations in Civic Participation

ICP was founded as a non-profit organization in 2001 and provides expertise, ideas, information, research, and advocacy support in the United States and around the world to develop and strengthen policies and programs that promote civic engagement through service. ICP applies service as a strategy to address a wide range of social issues and is supported by foundations such as the Ford Foundation and W.K. Kellogg Foundation; multilateral agencies such as the Inter-American Development Bank; U.S. government agencies such as the State Department; and host country governments such as the United Kingdom.

ICP is working on an array of projects in the United States and overseas that support the development of national and community service policies and programs. In the US, ICP focuses its efforts on broadening and deepening support for national and community service by developing pathways and transition strategies for AmeriCorps members after service, identifying and supporting innovative state programming, and promoting discussions among policymakers, funders, and practitioners in specific issue areas such as children and youth in out-of-school time, rural development, and independent living for seniors.

Internationally, ICP is developing regional capacity in Asia, Latin America and Africa, awarding small grants to support innovative youth service policy development, building strategic partnerships to assist in the design and implementation of innovative service programs and policies, and collecting and distributing information through forums, publications, and its website, blog and e-newsletter. More information about ICP’s programs can be found at www.icicp.org.