Community Organization: Application Instructions

Cohort: 2024-2026

Deadline: Monday, February 19th, 2024

*Thank you for your interest in applying to host a Trinity Fellow! We invite you to reach out to us if you need assistance during any portion of this process. We look forward to reviewing your materials!*

**STEP ONE: Complete the Trinity Fellows Organization Worksheet**

*Use the below worksheet to prepare your online application, which will cover the following sections.*

* Part 1: Contact Information
* Part 2: Basic Requirements & Considerations

*Tip: Be sure to save this worksheet for your future reference.*

**STEP TWO: Write Written Responses**

*Provide written responses to the following sections and save as a PDF file.*

* Part 3: Organization Overview
* Part 4: Job Description
* Part 5: Additional Information

*Tip: You’re encouraged to copy content directly from the worksheet for your convenience.*

**STEP THREE: Gather Supporting Documents**

*Identify what supporting documents you’d like to upload for Part 6 and save as PDF or JPEG file(s)*

* Part 6: Supporting Documents

*Tip: A list of examples of supporting documents can be found on Pg. 5*

**STEP FOUR: Use this** [**Link**](https://marquette.az1.qualtrics.com/jfe/form/SV_d5STx4qZLVF20Ie) **to:**

* Enter your Contact Information and Basic Requirements & Considerations (Parts 1-2),
* Upload your written responses in PDF form of the Organization Overview, Job Description and Additional Information (Parts 3-5), and
* Upload all other Supporting Documents in specified formats (Parts 6)

**Community Organization: Worksheet**

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## Part 1: Contact Information

**Organization**

Name:

Address:

Website:

**Executive Director**

Name:

Email:

**Person Responsible for Organization Application (Applicant)**

Name:

Title:

Phone:

Email:

**Fellow Supervisor (if different than above)**

Name:

Title:

Phone:

Email:

**Back-Up Fellow Supervisor (who will support fellow in the absence of above supervisor)**

Name:

Title:

Phone:

Email:

**Billing Contact**

Name of person you wish to receive the Trinity Invoice:

Title:

Phone:

Email:

Address:

Name of person responsible for paying the Trinity Invoice (if different than above):

Title:

Phone:

Email:

Address:

## Part 2: Basic Requirements & Considerations

*Please answer the below questions as they pertain to your organization and the proposed position:*

* + Is a car required for this position? Yes/No
  + Is this organization accessible by bus? Yes/No
  + Are language skills required or preferred for this job? Yes/No. Please describe. Text Box
  + Is any type of drug testing required for this position? Yes/No
  + Is a background check required for this position? Yes/No
  + What are the anticipated working days and hours for this role? *Please note that Fellows work 18 hours per week during the fall and spring terms, and 40 hours per week during the 10-week summer period.* Text Box
  + Are there any additional requirements or preferences for this role? Text Box
  + If you are not selected for a Trinity Fellow, would you like to be considered for alternative graduate internship/fellowship opportunities to support your organization? *Timeline and student expectations may differ from Trinity Fellows Program.* Yes/No/Unsure
  + How did you hear about the Trinity Fellows Program? Provide Options w/ Check Box
    - Referred by current Trinity supervisor or placement site
    - Referred by current Trinity Fellow (student)
    - Referred by Trinity Fellow alum
    - Referred by Trinity Fellows staff person
    - Community Flyer
    - Community event
    - Social media
    - Email
    - Search Engine (Google, Bing, etc.)
    - Other

**Community Organization: Written Responses**

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## Part 3: Organization Overview

*Please provide an overview of your organization’s mission, programs, and budget.*

**Mission Statement:**

**Brief Description of Organization and Programs:**

*1-2 paragraphs suggested*

**Annual Operating Budget (estimated):**

## Part 4: Job Description

*Please provide an overview of the Fellow's role, duties, requirements, supervisor relationship, etc.*

**Job Title:**

*Titles, as opposed to “intern” or “Trinity Fellow” are encouraged to denote responsibility*

**Job Background and Summary:**

Write a brief overview explaining the reason this position is needed and in what way it will help your agency build capacity. In addition, write a summary explaining the primary role of this position.

*1-2 paragraphs suggested*

**Essential Duties and Responsibilities for the Job:**

*Please be detailed in this section. Bullet points or 1-2 paragraphs suggested*

**Desired Skills and Qualifications**:

*Bullet points or 1-2 paragraphs suggested*

**Supervisor Background/Biography:**

Work experience, lived experience, education, mentoring/supervising experience.

*1-2 paragraphs suggested*

**Population, communities and/or individuals served and/or engaged with through this position:**

*Bullet points or 1-2 paragraphs suggested*

**Other working relationships or collaborations to be expected in this position:**

## Part 5: Additional Information

**Intended Outcomes for Organization**

How will this role add value, grow capacity, enable organization to fulfill mission?

*1-2 paragraphs suggested*

**Intended Outcomes for Fellow**

What skills and experience will be gained through this role?

*1-2 paragraphs suggested*

**Professional and Leadership Development:**

How will the organization and supervisor support the Fellows' professional and leadership development?

*1-2 paragraphs suggested*

**List ways you will onboard your Fellow to ensure they’re integrated into your staff and given the best chance to be a productive member of your team.**

*Bullet points or 1-2 paragraphs suggested*

**Equity, Diversity, Inclusion, Accessibility:**

Please describe the organization's commitment to equity, diversity, inclusion and accessibility, including formal policies.

*1-2 paragraph summary, and/or provide links to documents*

**Point-of-Contact for Accessibility and Accommodations:**

Please provide contact information for the person at your organization to discuss Fellow’s accessibility needs and accommodations.

**COVID-19 Policies**

Please share any COVID-19 policies or vaccination requirements you have at your organization.

## Part 6: Supporting Documents

Please upload PDF files or provide links of your organizational chart, most recent annual report and other supporting documents (such as videos, graphics, articles, studies or podcasts) that highlight the organization or are relevant to the work you do.