Community Organization Application

Trinity Fellows Host Organization Application Instructions

Thank you for your interest in applying to host a Trinity Fellow! We look forward to reviewing your application. Organization Applications for the 2023-25 cohort are due February 17, 2023. Below are instructions for the organization application and how to submit it electronically.

* **STEP ONE: Complete the *Trinity Fellows Organization Application – Microsoft Word Document (Part 2-4, below)****.* This document includes application questionsand prompts for the proposed Trinity Fellows position description. We recommend you save a copy of your application for your own reference.
* **STEP TWO: All applications are requested to be uploaded electronically via an online form:** <https://marquette.az1.qualtrics.com/jfe/form/SV_bxcOiQCFRk8FBlk>
	+ **Organization Contact Information (Part 1):** Prior to uploading the organization application, the online form will ask you to submit contact information of organization, Executive Director, person responsible for application, and proposed Fellow supervisor.
	+ **Upload application supporting documents/links (Part 5):** After you upload the organization application, you will be able to upload application supporting documents/links, that highlight the organization or are relevant to your work, including:
		- Organizational chart, annual report, other supporting documents (such as videos, graphics, articles, studies or podcasts)
		- Links of organizational chart, annual report, other supporting documents (such as videos, articles, studies or podcasts)

**Trinity Fellows Program**

**Community Organization Application**

**Please note you will be asked to fill out the fields listed in Part 1 via** [**the online form:**](https://marquette.az1.qualtrics.com/jfe/form/SV_bxcOiQCFRk8FBlk)

**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:

**How did you hear about the Trinity Fellows Program?**

**Please note the following sections (Organizational Overview, Job Description, and Additional Information) are what you will be asked to upload via Word document or PDF to** [**our online form**](https://marquette.az1.qualtrics.com/jfe/form/SV_bxcOiQCFRk8FBlk)**. Please ensure you save a copy before you submit.**

**PART 2: ORGANIZATION OVERVIEW**

Please provide an overview of mission, programs, and budget of organization.

**Mission Statement**:

**Brief Description of Organization and Programs (1-2 paragraphs suggested)**:

**Annual Operating Budget (estimated):**

**PART 3: 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 of job. 1-2 paragraphs suggested.

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

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

**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/individuals served and/or engaged through this position:**

Bullet points or 1-2 paragraphs suggested.

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

**Is a car required for this position?**

**Is this organization accessible by bus?**

**Are language skills required or preferred for this job? Please describe.**

**What are the anticipated working days and hours for this role?**

**Are there any additional requirements or preferences for this role?**

**PART 4: ADDITIONAL INFORMATION**

Intended outcomes, professional development, other organizational commitments or requirements

**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.

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

Please describe organization's commitment, include formal policies, statements. 1-2 paragraphs, 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.

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

**PART 5: SUPPORTING DOCUMENTS**

**Please note** **you will be asked to respond to the following questions in** [**the online form**](https://marquette.az1.qualtrics.com/jfe/form/SV_bxcOiQCFRk8FBlk)**.**

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

If you are not selected for a Trinity Fellow, would you like to be considered for an alternative graduate internship opportunity to support your organization? Timeline and student expectations may differ from Trinity Fellows Program.

* Yes
* No
* Unsure