

City Council

PHILADELPHIA



CITY COUNCIL

Policy Fellowship

Fall Semester 2016 Application

City Council PHILADELPHIA

PROGRAM OVERVIEW: POLICY FELLOWSHIP

The City of Philadelphia is strongly committed to improving public services for its citizens.

The pursuit of this goal requires the hard work and dedication of qualified public service professionals. Recruiting highly qualified graduate level students, from universities across the Philadelphia region, has proven to be one of the best ways to attain this goal.



The Philadelphia City Council

Policy Fellowship is a paid program seeking bright, highly motivated individuals and provides them a broad overview of municipal government. Fellows participate in budgetary, legislative, and programmatic areas of city government and can expect to work directly with legislative teams representing the 17 members of City Council in researching and designing public policy.

Alternatively, applicants are also strongly encouraged to communicate with their academic programs to determine if academic credit or matching work-study compensation is available. Our program has a long history of working with schools to customize a work experience to satisfy any academic requirements necessary for academic credit or independent study.



WHAT TO EXPECT

During their time with the City Council Fellowship Program, Fellows can expect to work on legislation and initiatives such as:

- Research ways to preserve affordability for working families;
- Report on best practices for poverty reduction;
- Craft workforce development and job growth proposals;
- Generate recommendations for criminal justice reforms;
- Assist in the development of a plan for launching Community Schools across Philadelphia;
- Create innovative solutions infrastructure challenges.

Fellows will also get to experience:

- Behind the scenes tours of prominent city facilities;
- Talks by key local and regional political leaders;
- The opportunity to present their own policy proposal to numerous leaders from government and the private sector;
- Attend regular City Council weekly sessions;
- Staffing City Council hearings;
- Attend internal legislative meetings.

ELIGIBILITY CRITERIA

Philadelphia City Council encourages graduate students from all disciplines to apply. While there are no preferences to specific graduate fields or majors, the program seeks candidates who are enthusiastic to learn about city government and have demonstrated a commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service. You must be a currently enrolled student at the time of employment in order to be eligible. You must be a resident of Philadelphia no later than six months following the time of employment (if granted a second semester extension).



TERMS OF THE FELLOWSHIP

The Policy Fellowship is designed to run concurrently with the Fall 2016 academic semester, beginning in September and ending in December. Exact dates will be subject to availability.

Compensation for the term of the Fellowship will be \$12 per hour at 10-20 hours per week. Though the term of the Fellowship ends in December 2016, successful Fall semester fellows are encouraged to continue on into Spring 2016.

SELECTION PROCESS

NOTE: THE FELLOWSHIP APPLICATION IS A TWO-STEP PROCESS

STEP 1: Applicants must email the following to Council.Fellowship@phila.gov no later than Thursday, August 18th, 2016. Applicants should be available beginning in early-September 2016 through mid-December 2016.

- Current digital copy of graduate/university transcript
- Resume/CV
- Two (2) professional references
- Hours of weekly availability (totaling at least 20 per week)

STEP 2: Final round applicants will be invited to interview in person for the position.

Documents should be sent ELECTRONICALLY to:

Council.Fellowship@phila.gov & Chris.Goy@phila.gov



ADDITIONAL INFORMATION

This position carries a residency requirement and the successful candidate must establish residency in Philadelphia within six months of being hired.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

