



Program and Policy Fellow Position Description

Women Creating Change is an inclusive community that partners with organizations and underserved women to develop and strengthen the skills and resources needed to effectively advocate for New York's diverse communities.

Position Description:

Women Creating Change is seeking a graduate student to join our team as a Research and Public Policy Fellow to help support the organization's ongoing programmatic and policy activities. The part-time, paid Research & Public Policy Fellow works with and reports to the Program and Policy Manager to help create and implement WCC's three-year programmatic plan, as well as develop policy and advocacy campaigns aimed at increasing civic engagement among women living in New York City.

Responsibilities:

- Assist in the development and implementation of WCC's three-year programmatic initiative Civic Matters by helping identify partners and creating curricula
- Conduct research and develop best-practice recommendations on issues pertaining to women's civic engagement
- Assist with the preparation and facilitation of educational and outreach programs aimed at ensuring an accurate count in the 2020 Census
- Collaborate with the Program and Policy Manager to help develop and implement new programmatic offerings aimed at increasing civic engagement in New York City
- Aid in the development and implementation of policy and advocacy campaigns, educational opportunities, and mobilization efforts focused on increasing civic engagement in New York City

Qualifications/Skills:

- Currently matriculated in a graduate-level program
- Highly developed oral, written communication, research, and interpersonal skills
- Demonstrated commitment to working on social justice issues – professionally and/or personally
- Advanced MS Office skills and aptitude to quickly learn web-based software applications
- Excellent management skills including but not limited to project management, program planning, event coordination and multi-tasking ability
- The ability to proactively identify challenges and actively work to find solutions

To Apply: Please e-mail your cover letter (that clearly explains why this position at WCCNY is uniquely suited to your talents) and resume to Attn: Program and Policy Fellow Search at employment@wccny.org. No calls please. You will only be contacted if we are interested in pursuing your candidacy.

WCCNY is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.