



Civic Hub Fellow Position Description

Women Creating Change, formerly the Women's City Club of New York, is an inclusive community that partners with organizations and with New York City women who have been systemically excluded from civic processes to develop programs and influence policies that result in more equitable civic engagement.

Position Title: *Civic Matters* Hub Fellow

Women Creating Change (WCC) is seeking someone who is creative, detail-oriented, and self-motivated to fill our Full-time *Civic Matters* Hub Fellow position. The Fellow will focus specifically on managing, updating, and leading continued development of a website resource Hub in addition to providing support on other projects as needed. Overall, the Fellow will work alongside the *Senior Program and Policy Fellow* and report to the *Senior Program and Policy Manager in supporting WCC's* ongoing policy, program, and advocacy activities designed to increase civic engagement among underserved women living in New York City.

About The Civic Matters Hub: WCC is in the process of creating a one-stop-shop for civic engagement resources (i.e. a dynamic website that features curated resources, events, and action opportunities to build civic power and community amongst women in NYC). Starting this summer, WCC will be moving the Hub from prototype to launch through partnerships with designers and web developers. The Hub Fellow will play a key role in supporting these relationships and maintaining the site post-launch.

Responsibilities

The Hub Fellow will take active ownership of and accountability for website content maintenance with a meticulous attention to detail and a strong ability to build and cultivate community around the site.

Website Maintenance & Metrics (~35% of time)

- Manage the relationship with the Hub's main technology vendor and coordinate with other external consultants
- Troubleshoot Wordpress website issues
- Update resources, news, and events on the website
- Brainstorm strategies to increase engagement across tech platforms
- Track, analyze, and communicate relevant website metrics

Partner and User Management and Outreach (~35% of time)

- Build community among users and partners
- Consistently consider user experience and brainstorm ways to make improvements
- Research and recommend potential partners for the Hub and support outreach

Research, Writing, and Curation (~25% of time)

- Research, verify, organize, and curate civic engagement resources in an Excel database and directly on the WordPress website
- Identify resource gaps and then find or create new civic resources to fill them for the Hub
- Monitor key civic dates, events, and news
- Support other projects related to the Hub and Civic Matters as needed, which may include writing memos and reports about the Hub

Communications & Design (~5% of time)

- Collaborate with WCC's communications team to develop creative, inviting, and inclusive promotional materials for the Hub
- Develop social media strategy for engaging the community

All WCC staff and Fellows support day-to-day functions, which include special projects and administrative responsibilities.

While performing the responsibilities outlined above, the Fellow can expect to grow their skillset, knowledge, and network. The Fellow will gain more insight into the complex history and barriers women have faced, and continue to, in New York City. Understanding the policy and programmatic challenges of underserved communities will allow them to move into various fields post completion of the Fellowship. Through partnership development and community building conversations, the Fellow will think creatively about areas of opportunity for collaboration and will be encouraged to take initiative and propose new content, identify gaps in programming, and create corrective action plans when needed.

Qualifications/Requirements

The Fellow should have the minimum qualifications of:

- A deep understanding and commitment to civic engagement and social justice
- Comfort with technology; advanced MS Office, Google, CRM, social media, and an aptitude to quickly learn web-based software applications.
- Website building and management experience is preferred and WordPress skills are a major plus
- Excellent project management skills and a successful track record managing complex projects
- The ability to proactively identify challenges and actively work to find solutions

- Experience inspiring or organizing others to be civically engaged
- Demonstrated experience building partnerships
- Highly developed written communication, research, and interpersonal skills
- Familiar with diverse and underserved communities in NYC and comfortable and excited to work alongside these individuals and groups from all five Boroughs
- Knowledgeable about women's barriers to civic engagement, public policy issues in NYC, and/or direct experience in public policy and a passion to work with underserved communities of women with a desire to remove barriers to entry
- Must have a desire to learn more about women's civic engagement in NYC including city and state government
- Willingness to work as part of a small team where there are significant responsibilities that are coupled with a pitch in attitude
- Familiarity with New York City and/or State

Salary/Benefits: \$43,000 - \$47,000

WCC provides excellent benefits in a hybrid work environment that include health, dental, vision, and life insurance; summer flex time; and 15 days of Paid Time Off that can be used for vacation, sick, or personal time.

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

WCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We highly encourage women, non-binary individuals, Black, Indigenous, Asian, Hispanic, Latinx, low-income, and LGBTQ+ people to apply! Please find our values statement [here](#).