



Position: Fellowship Associate

Reports to: Fellowship and Alumni Manager

FLSA Classification: Hourly/Non-Exempt

Wage & Hours: \$27 p/h. 35 hours a week

Key Relationships: Fellowship and Alumni Manager, Culinary Manager, Manager of Employer and Strategic Partnerships, Chief Program Officer, Fellows, CBO and partner organizations

At Drive Change (DC) our mission is to support formerly incarcerated young people (Drive Change Fellows) and create quality employment pathways into the culinary and hospitality industry. We work to create systemic change and sustainable impact through unapologetically reimagining what's possible for the food and hospitality industry.

About the Fellowship Associate Position:

The Fellowship Associate aids in the development and facilitation of personal and professional development materials to support a fellow's development of new skills and behaviors to aid his or her job placement and retention. The Fellowship Associate aids in other processes such as recruitment and intake and follows up with fellowship alumni to track job retention and growth.

KEY RESPONSIBILITIES

- Collaborate with Fellowship & Alumni (F&A) Manager to conceptualize, draft, finalize, and deliver program materials, toolkits, and other learning materials for Drive Change Fellows
- Document program metrics into databases and help build capacity, including but not limited to supporting outreach and recruitment efforts, scheduling interviews with fellowship candidates, fostering partnerships with diverse CBOs, and other related activities
- Assist in planning and coordinating convenings and trainings in collaboration with the Program Team
- Attend weekly check-ins, staff meetings, and other standing calls or mandatory planning meetings such as retreats and Drive Change events
- Lead other special projects and tasks assigned by Program Managers, Chief Program Officer or Executive Director

Case Management:

- Participate in case conferences involving Fellows, the F&A Manager, and other DC staff
- Document intake interviews and subsequent bi-weekly check-ins
- Administer Strengths and Needs assessments to all Fellows
- Offer support to Fellows with referrals to outside or partner resources, such as childcare, housing, mental health support as needed

Daily Program Management:

- Participate in weekly meetings with the F&A manager to review the calendar, plan next steps for Fellows, and contribute to curriculum development
- Maintain the organization and cleanliness of the Fellowship's professional development space with fellows' support



- Update Fellowship calendar, ensuring milestones and dates are documented accurately
- Keep detailed and accurate records, files, and correspondences, in both written and electronic formats, on all fellows and program-related materials, organized and accessible
- Maintain an inventory checklist of items needed for Fellowship cohorts
- Assist with the onboarding and offboarding of fellows

Alumni Engagement Evaluation:

- Maintain contact with Fellowship alumni and engage them in ongoing activities
- Update retention trackers for alumni and provide support through workshops for continued skill development
- Conduct site visits and gather feedback from employers and fellows

Recruitment and Community:

- Expand outreach initiatives to attract potential applicants by fostering partnerships with diverse CBOs and leveraging their networks
- Assist with the research and engagement of community-based organizations, job fairs, and relevant events to promote the Drive Change Fellows Program

REQUIREMENTS

- Background in direct service or 1-3 years of experience in case management preferred.
- Knowledge of trauma-informed and motivational interviewing techniques, and NYC support systems
- Experience in justice reform space or with justice-involved and diverse populations
- Strong interpersonal and written communication skills
- Strong networking and relationship-building skills to engage diverse CBOs
- Prior experience in facilitation, especially in teaching soft skills, professional development and work readiness, is beneficial
- Compatible with Drive Change core values
- Strongly encourage justice-impacted candidates to apply

WORK SCHEDULE

- Full-time, in-person, hourly position located in Brooklyn, New York.
- Weekday hours with flexibility for fellowship needs and events, occasional evening and weekend work required

APPLY

Please submit a one-to-two page resume and a cover letter to people@drivechangenyc.org.