

## **Dr. Anne Moses Fellowship Program Description**

### **ABOUT IGNITE**

IGNITE is a national, non-partisan 501c3 that is building a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training, work opportunities, and a peer network who support each other's aspirations.

### **ABOUT THE DR. ANNE MOSES FELLOWS**

Dr. Anne Moses founded IGNITE in 2010 after spending 20 years in the women's political space - she believed that the movement needed to reach younger women and girls as they were building their ambition and identities. Dr. Moses spent her career opening doors for women, especially young women of color. Dr. Moses transitioned from IGNITE in 2021 after a decade of leadership. The Fellowship was renamed to honor her vision.

The Dr. Anne Moses Fellows are changing the face of political leadership across America. IGNITE Fellows are campus organizers who recruit students to expand the footprint of IGNITE's mission. Fellows participate in a cohort training and organizing program throughout the academic year. IGNITE recruits diverse and passionate women in communities across America and provides them with resources, training, and networks to flex their political power and mobilize women on college campuses to become civically engaged. Fellows serve as ambassadors for IGNITE's mission and vision and play a valuable role in our efforts to spread a national message that it is time for young women to step into political power.

### **KEY PROGRAM BENEFITS**

*Dr. Anne Moses fellows will have monthly opportunities to participate in personal/professional development activities that provide:*

- Access to elected leaders from across the country
- A robust network of peers across the country
- Training on the nuts and bolts of running for office
- Organizing fundamentals and how to advance their community through advocacy efforts
- Training on how to write or champion policy and legislative advocacy through women's rights, voting rights, and civic engagement
- Training on promoting anti-racism and gender inclusivity
- A community where fellows can gather, chat and express their views on topics of their choosing
- Community building events with staff and fellows
- Opportunities to develop your marketing/communications skills and be featured on IGNITE's social media.
- Opportunities to learn basic fundraising skills

## 2023 - 2024 iGNITE Dr. Anne Moses Fellow Description

### THE OPPORTUNITY

We are searching for our 8th cohort of Dr. Anne Moses Fellows to serve as campus organizers in part-time roles from August 2023 to May 2024. The purpose of the Dr. Anne Moses Fellowship is to build up the next generation of political leaders. Fellows play a critical role in driving iGNITE's mission by helping to grow and sustain our college programs in communities across America.

### TIME COMMITMENT AND PAY

Dr. Anne Moses fellows commit to serve in this role from August 21, 2023 to May 31, 2023 and are expected to serve for the entire duration. This position is a non-exempt, part-time, temporary position that requires in person travel within their fellowship site. National travel is also required to attend national training and programming.

Dr. Anne Moses fellows are paid an hourly rate of \$18/hour for 15 hours per week. Beyond mandatory weekly 1:1's with supervisors and weekly regional meetings, fellows have flexibility managing their iGNITE work among personal responsibilities.

### ROLE AND EXPECTATIONS

Under the supervision and guidance of a Regional Program Manager, fellows are responsible for accelerating iGNITE's mission in their city/region. Depending on the fellowship site, as a fellow you will:

- **Build and sustain an iGNITE college council across your region.** iGNITE College Councils are a regional body made up of politically motivated and ambitious women leaders who want to build their own leadership skills and bring the iGNITE program to their college campuses. During College Councils participants discuss relevant policy issues, hear from dynamic elected official speakers, develop political leadership skills, and build a network that can facilitate their ambitions for civic and political leadership. Fellows are responsible for hosting college councils in the state that they reside in. To do that Fellows will:
  - Secure space and manage logistics (including food, technology, materials and supplies) associated with each College Council meeting
  - Coordinate speakers and trainers for each meetings
  - Facilitate each College Council meeting
  - Track event attendance, complete post-event reflections and key data points.
- **Build and sustain college chapters in your region.** iGNITE College Leaders ultimately will bring iGNITE to their campuses by building college chapters, which increase the civic engagement and political leadership of campus women, provide college/university women with a network of like-minded, ambitious peers and help young women run for office on their campus and beyond. To build these chapters, iGNITE Fellows will:
  - Facilitate and lead college informational sessions to introduce iGNITE to the school community on college campuses

- Meet and communicate with college leaders on a bi-monthly basis
- Visit College Chapters
- Support college leaders in planning events
- Build partnerships with on-campus leaders to effectively support college leaders as they build their chapter
- Collect college chapter participants and enrollment forms
- **Host training bootcamps.** Fellows will provide training in any of the following areas: Organizing, Campaign Staffer, Board & Commissions and Police Commissions.
- **Administrative:** Fellows will have a variety of administrative tasks as a component of their program management and to track their hours for payroll
  - Data collection and management - Fellows will be required to input programmatic data as a part of their role. Data includes participant information, event information and college recruitment.
  - Timesheets - All part-time employees must complete a timesheet for each pay period. Timesheets are a legal form of communicating hours worked. All part-time employees must enter their worked hours each day that they are completed.
- **Marketing and Communications.** Fellows will participate in a variety of Communications projects, such as Instagram Story takeovers on their Fellowship experience, filming Instagram Reels/TikToks and publishing blog posts on topics of interest. Fellows will also have the opportunity to participate in optional opportunities with IGNITE's partners and members of IGNITE's network.
- Support IGNITE National, as needed. This could include but is not limited to representing IGNITE at events and in the media, supporting fundraising campaigns and helping to facilitate local connections for IGNITE.

## TRAINING

Dr. Anne Moses fellows will receive hybrid training to ensure success in their roles.

- **Program Kick-Off ( 8/21/23 ):** The fellowship starts with virtual training that supports fellows in understanding their role, getting accustomed to their regions and understanding IGNITE National procedures. Fellows will continue to be trained virtually and coached pertaining to the job description following the in-person training.
- **In-Person training 8/30/23 - 9/3/23:** Dr. Anne Moses fellows will attend a 4 day in-person training (Location TBA) focused on getting to know the cohort and taking a deep dive into IGNITE programming.

## QUALIFICATIONS

- Willingness to adapt.
- Exhibits a deep commitment to IGNITE's equity goals.
- An affinity for working with culturally and politically diverse communities.
- Strong sense of ownership and initiative in one's own work and responsibilities.
- Ability to build and sustain mutually beneficial relationships with diverse constituents.
- Communication, administration, organization, coordination and analytical skills.
- Great verbal, interpersonal and written communication skills.

IGNITE welcomes all women-identifying and non-binary people who are comfortable in a space that centers the experiences of young women.

**IGNITE requires all employees to be fully vaccinated against COVID-19 within 6 weeks of their start date. IGNITE requires all staff to receive the most up to date booster shot.**

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*