

2022 - 2023 IGNITE Dr. Anne Moses Fellows Job 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 and work opportunities, and a peer network of women who support each other's aspirations.

IGNITE is for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

ABOUT THE DR. ANNE MOSES FELLOWS

The purpose of the Dr. Anne Moses Fellowship Program is to build up the next generation of community changemakers, IGNITE Fellows. In the Fall of 2021 IGNITE launched Community Councils where fellows increased political leadership accessibility to all young women in their communities. During the 2022 - 2023 fiscal year IGNITE Fellows will deepen community roots, work collaboratively with community members and stakeholders, amplify the work and voice of their community and ultimately position young women to see themselves as political leaders

WHO IS THE DR. ANNE MOSES FELLOW

- Someone who wants to amplify the voice of their community.
- Someone who is passionate and willing to advocate on behalf of their community.
- Someone who desires to learn, grow and accelerate or launch their political leadership.

TIME COMMITMENT AND PAY

August 29, 2022 to June 30, 2023. This position is a non-exempt, part-time, temporary position. Dr. Anne Moses fellows are paid an hourly rate of \$18/hour for up to 15 hours per week.

TRAINING

Dr. Anne Moses Fellows meet in person three times a year and participate in monthly virtual training throughout the year. IGNITE provides training to ensure our team members are successful in their roles. Each person will receive direct supervision from a Regional Program Director or Manager, as well as ongoing virtual leadership development workshops that provide training on curriculum to be implemented throughout the year.

Participation in all scheduled training is required to serve as a Fellow.

- Virtual Program Kick-Off (August 29th - September 9th): Dr. Anne Moses fellows will launch the year with a 2 week long virtual kick-off training that supports them in understanding their role as a fellow, accumulating to their regions and understanding IGNITE policies and procedures.
- In-Person training in San Francisco Bay Area (Sept 12th - September 18th 2022): Dr. Anne Moses Fellows will have a week-long in-person training in order to learn more about the history of IGNITE and build community.

- Virtual Program Implementation Training (September 26th - December 15th): Dr. Anne Moses Fellows will continue to be trained virtually and coached in the city specific program implementation process.
- Mid-Year Retreats (February-March 2023): Dr. Anne Moses fellows will participate in midyear in-person regional retreats for support and additional training.
- Dr. Anne Moses Fellowship Graduation (June 2023): The year long fellowship opportunity culminates in Washington D.C. where the cohort attends our annual national conference, Young Women Run. Fellows will meet with Congressional Leaders, high-level policymakers, and advocacy groups engaged in the policy process.

KEY PROGRAM BENEFITS

Dr. Anne Moses fellows will have the opportunity to focus their leadership advancement in the following developmental tracks:

- **The Candidate** - Running for office A-Z
- **The Organizer** - organizing fundamentals and how to advance your community advocacy efforts
- **The Policy Maker** - how to write or champion policy and legislative advocacy A-Z.
**Depending on your Fellow Site: you will have the opportunity to work with a statewide programs team for the IGNITE the Capitol trip that brings young women from across the state for legislative advocacy training and shadowing.*

ROLE AND EXPECTATIONS

Under the supervision of the Regional Program Director/Manager, the Fellow is responsible for accelerating IGNITE's mission in their city/region through:

- (1) Organizing young women within their community to build their political ambition and leadership;
- (2) Developing and implementing Community Council programming; and
- (3) Supporting/sustaining student-led High School and College chapters within their assigned region.

Work hours

- All Fellows are expected to work 15 hours per week.
- Beyond required meetings and training, fellows have flexibility in managing time expenditure in executing their role and other responsibilities.
- In order to fulfill the responsibilities of this role, Fellows must be able to spend 30% of their time meeting with stakeholders and participants within standard work hours.

Community Council Programming

- Implement and coordinate a minimum of 2 Community Council's with direction from Regional Program Managers and Directors (i.e. develop agenda and outcomes; solicit and secure speakers and trainers; manage logistics for space and food for events).
- Expand IGNITE's presence within your specific state and region to new communities.

- Develop relationships and collaborate with local community and student-led organizations to engage and sustain your Community Council with a target of 10-15 young women including, but not limited to:
 - Middle school and high school students
 - College, post-graduate students, and young professionals
 - Any other young community member

College Chapter and High School Chapter Support

- Support IGNITE college chapters in your city specific area and expand IGNITE's presence on other campuses in the area.
- Meet with chapter leaders monthly to provide support, guidance, and mentorship.
- Host 1-2 High School engagement workshops.
- Sustain and support High School chapters in your state, if applicable.

Program Administration

- Track key data points and contact information.
- Collect quarterly evaluations from program participants.
- Track event attendance and complete post-event reflections.
- Collect participant and enrollment forms.

Other Administrative Duties

- Support IGNITE National, as needed.
- Work with the Communications team to highlight programming throughout the year.

Supervision and Support

All Dr. Anne Moses fellows will report to their direct supervisor as listed below. Fellows are responsible for weekly communication to ensure they are meeting program benchmarks. IGNITE will provide each Fellow with coaching and supervision.

- Your direct supervisor will schedule mandatory weekly check-ins with you to talk about programming, brainstorm solutions and follow up with any upcoming events.
- Fellows are required to meet in a regional group setting weekly lead by the direct supervisor.

Required availability for support:

- Regional Group Meetings - Mondays weekly at 5-6 pm
- 1:1 meetings w/ Direct Supervisor - Tuesdays-Thursdays weekly between 9 am - 5pm

**Regional group and 1:1 meetings are schedule in the time zone of your region*

Qualifications

- Ability and willingness to adapt to new internal and external conditions
- Sustains an equity mindset and exhibits a deep commitment to IGNITE's equity goals

- An affinity for working with a culturally and politically diverse community
- Strong sense of ownership and initiative in own work and responsibilities
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Communication, administration, organization, coordination and analytical skills.
- Excellent verbal, interpersonal and written communication skills
- Proficient with MS Office suite, knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) is a plus

IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

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