



PARTNERSHIP FOR PUBLIC SERVICE

PUBLIC SERVICE FELLOWS PROGRAM

THE PARTNERSHIP FOR PUBLIC SERVICE

As we enter a new century, America faces a new set of great challenges: fighting a war against terrorism, prospering in the global economy, expanding opportunity by improving schools and health care. America has always succeeded as a result of what we do as individuals, but more important, what we do together as a nation. The Partnership for Public Service, a nonpartisan, nonprofit organization, was created because now, more than ever, we need the best and brightest to work on our behalf to address our common challenges. The Partnership is dedicated to bringing the best to our cause and building an innovative and effective government workforce to serve our country.

Now is the time to focus on government's management and talent needs and usher in a new era of public service. Government faces an unprecedented brain drain as the baby boomer generation nears retirement, and insufficient interest in public service has left us with an inadequate pipeline of talent to replace these imminent losses.

To achieve this mission, the Partnership:

- Helps raise awareness and improve public attitudes about government service;
- Inspires people to serve through outreach to college campuses and other key talent groups;
- Provides hands-on assistance to federal agencies from both in-house experts and private sector partners;
- Advocates for needed legislative reforms; and
- Generates thought-provoking research on the workforce challenges facing the federal government.

These activities make the Partnership a catalyst for change. We are changing the federal workplace by helping transform agencies into environments where our nation's best and brightest come to build their careers. At the same time, we are changing the policies that shape our government and changing perceptions about public service.

Ultimately, we are changing people's lives by helping create the vibrant, responsive government that the American people expect and these historic times demand.

Please visit www.ourpublicservice.org to find out more about the Partnership.

FELLOWSHIP/INTERNSHIP OPPORTUNITIES WITH THE PARTNERSHIP

Through an established fellowship program – the *Public Service Fellows Program* – the Partnership for Public Service offers a unique opportunity for public-service minded students and graduates to gain a new appreciation and understanding of public service.

Fellows contribute to many areas of the organization: in addition to regular assignments in support of his or her team, each Fellow is encouraged to take initiative on projects of particular interest to

him or her. The Public Service Fellows Program is structured to enable each Fellow to significantly contribute to the Partnership's work while gaining valuable experience.

Fellows are assigned to one of the Partnership's teams based on their skill and interest match. During their tenure, fellows are fully integrated within the team's projects and meetings. Fellows may also be asked to lend support on projects for other teams, as needed, and to occasionally assist with administrative duties, such as mailings, greeting visitors, and directing phone calls.

Below we describe the teams to which Fellows will be assigned for Winter/Spring 2009 and include examples of possible Fellow projects/responsibilities:

Development/Fundraising

The Development Team coordinates fundraising and donor outreach at the Partnership. Activities touch corporations, foundations and individual donors. This involves cultivating and maintaining relationships with people from every sector and thinking creatively about how to better reach certain constituencies and engage new contacts. Working with our Development Team, the Fellow will be responsible for researching and coordinating outreach to prospective supporters, assisting in cultivating sponsor support of Partnership events, and working with new and existing contacts at large corporations interested in sponsoring one of the Partnership's projects or joining our *Private Sector Council* – the Partnership for Public Service's corporate membership component. The Fellow for this team will work on a team of development professionals and will take on responsibility for several activities upon which the organization's financial success is dependent.

Communications

The Communications Team publicizes the organization's research and programmatic activities to the news media and the general public. The Team also works to educate the public about federal workforce issues. The Communications Fellow monitors news coverage, manages the Partnership's news clippings archive, assists in building media lists, helps create and send the Partnership's daily electronic newsletter, writes content for radio PSAs, speeches, newsletters, Monster and HotJobs Web site articles, provides support to the Communications Team at events, and performs related tasks as needed. This is a terrific opportunity for those interested in communications and media and who are eager for the opportunity to build their public relations portfolio and develop marketable experience representing an organization to the public.

Event Planning

The Partnership's annual events calendar includes two black-tie galas, a federal job fair, plus press conferences and other events to release research reports and announce new initiatives. The Events Fellow will support members of the Communication and Events Team in planning and executing these events, including venue logistics, invitations and registration. In addition, he/she will help manage the Partnership's *Service to America Medals* (www.servicetoamericamedals.org), the premier awards program for honoring federal employees. This team is best served by an individual who has interest or experience in event planning, is outgoing, detail oriented and a team player, and has excellent writing, organization and oral communication skills.

Government Affairs

The Government Affairs Team represents the Partnership on Capitol Hill and before the executive branch. The Team advocates for legislation that will bring about policy changes and human capital reform, educates decision-makers on civil service issues and works to engage key policymakers in Partnership activities. The Government Affairs Fellow will have the opportunity to learn about the legislative process by tracking current legislation, drafting correspondence for the Hill, attending congressional hearings, researching and writing memos on federal workforce issues and relevant

legislation and participating in the planning and staffing of key Partnership events (e.g., the Service to America Medals and the Annual Summer Intern Event).

Nonprofit Management/Accounting

The Executive Vice-President oversees a team responsible for the management and administration of the Partnership. Fellows will gain experience in Non-Profit Management, Accounting, Human Resources and Database Management. Working with the Administration team has proven to be an especially rewarding experience for Business and Accounting majors who wish to take on a significant amount of responsibility handling the accounts of a financially well-footed organization and to gain hands-on experience with accounting programs such as FinancialEdge and database management programs such as Raiser's Edge. No special accounting knowledge required.

The Partnership offers fellowships for current students or recent graduates of undergraduate or graduate programs. The Partnership will work with those individuals who require academic credit for their fellowship experience. The Partnership has strict policies prohibiting discrimination and sexual harassment of any kind.

QUALIFICATIONS

- Strong commitment to public service issues
- Desire to learn about issues affecting the federal government
- Desire and ability to interact with other organizations including those in the non-profit, academic, private, media, and governmental sectors
- Excellent writing and analytical skills
- Good presentation skills
- Ability to work well in a fast-paced ever-changing environment and to work on multiple assignments in a given time frame
- Strong interpersonal skills and the ability to work as a member of a team
- Current student or recent graduate of an undergraduate or graduate program
- Proficiency in web-based research and Microsoft Office programs

FINANCIAL SUPPORT INFORMATION

The Partnership may offer stipends to those individuals participating in the fellowship program depending upon the time commitment of the individual and the duration of their fellowship. Fellows are eligible for three days of vacation and three days of sick leave with pay.

APPLICATION INSTRUCTIONS

Interested students or graduates should send the following components, by mail, fax or email:

1. A resume
2. A transcript (an unofficial copy is perfectly acceptable)
3. Complete contact information for 2 references including email and phone
4. Answers to the following questions (Please answer each in 250 words or less):
 - a. Why do you want to work as a Fellow at the Partnership for Public Service and what makes you qualified for this position?

- b. What skills do you hope to gain while you are here? How do you envision using these skills in the future?
- c. What team(s) are you interested in working on and why?
- d. What hours and days are you available to work?
- e. How did you hear about the Public Service Fellows Program?

Please send the **entire application package** by mail, fax or email to:

Alexa Barrus, Caroline Pettit and Craig Swaisgood
Fellowship Coordinators
Partnership for Public Service
1100 New York Avenue, NW
Suite 1090 East
Washington, DC 20005
Email: fellows@ourpublicservice.org
Phone: 202-775-9111
Fax: 202-775-8885

SELECTION PROCESS

Application review for Winter/Spring term 2009 will begin on November 17, 2008. **For full consideration, apply by December 1, 2008.** If applying for Summer term 2009, please include this in the subject line of your email submission or on the first page of your faxed or mailed application.

Within one month of receipt of your application you should expect to hear from us – likely via email - regarding the determination of your application and the possibility of an interview (including telephone interviews). If you need to check the status of your application, please feel free to send an email inquiry to fellows@ourpublicservice.org or to call 202-775-9111.

We anticipate Winter/Spring 2009 Fellows beginning work on or around January 13, 2009. We will work with individuals who require a start date other than January 13th for academic or work-related reasons.