

NEW SECTOR ALLIANCE, INC. SERVICE DESCRIPTION

POSITION: Summer Fellow

START DATE: June 8, 2009

END DATE: August 21, 2009

APPLICATION DEADLINE: March 6, 2009

LOCATION: Boston, MA

ABOUT NEW SECTOR SUMMER FELLOWS PROGRAM:

The New Sector Summer Fellows program gives undergraduates and young professionals the opportunity to complete a strategic initiative for an innovative Boston-based organization focused on environmental or social impact over the course of 10 weeks. Through this experience, Fellows develop essential leadership and management skills that apply across all sectors.

Each year, we select a class of approximately 35 Fellows who spend their summer working with Boston-area organizations (Host Sites) on initiatives that build their capacity and increase their social impact. Projects include enhancing program development, measuring impact, strengthening operational procedures, and expanding communications and strategic marketing efforts. New Sector diligently strives to ensure that every project provides the Fellow with the opportunity to make a substantive, lasting impact on an organization while developing his or her own leadership and professional skills.

Over the course of the summer, each Fellow works with a mentor from one of our partner consulting firms including Accenture, Bain & Company, The Boston Consulting Group, The Bridgespan Group, McKinsey & Company, and Oliver Wyman, who provides professional guidance and project management advice.

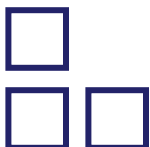
The Summer Fellows program includes intensive training that introduces Fellows to the social sector and helps them develop essential career skills. Topics in the curriculum range from effective communication and data analysis to nonprofit financial literacy and strategic planning. Summer Fellows also benefit from biweekly workshops, peer-facilitated learning teams, and a variety of social events, which allow the Fellows to hone their skills and build a unique bond with their class, while gaining a holistic understanding of the social sector.

For more information, visit www.newsector.org.

ABOUT THE POSITION:

Fellows serve independently on-site at one of our Host Sites, which vary in their area of focus from those addressing environmental or human and health services issues, to those engaged in the challenges of education or community and economic development. Past projects have included creating a business plan for a new service offering, developing a balanced scorecard, and designing new marketing strategies and materials.

New Sector will develop a “project scope” with the Host Site before Fellows arrive to ensure a structured, challenging experience. With the help of their Host Site organization, Fellows will refine this scope and create a workplan laying out the timeframe for the execution of their service work. Fellows will attend biweekly workshops to further the development of their skill sets and deepen their understanding of social change and impact. They will also participate in small-group, peer-facilitated Learning Teams, that provide a support network and more intimate forum for the sharing of knowledge, ideas, successes, and challenges. Through their efforts on specific strategic initiatives and their experience with the daily operations of their Host Site, Fellows will develop an understanding of how ideas and strategies are designed and implemented in a real-world, social impact setting.



Accelerating social change by **strengthening organizations** today
while **developing leaders** for tomorrow



KEY DUTIES AND RESPONSIBILITIES:

While no two New Sector experiences are the same, all offer unique opportunities and challenges. Specific responsibilities vary based on project and placement, but typical duties include:

- Plan and manage work modules to address your Host Site's key strategic issues
- Gather field data through interviews and secondary research
- Perform quantitative and qualitative analysis
- Generate practical, creative, and action-oriented insights and recommendations for your Host Site
- Create and give presentations and other deliverables to advance your service work and ensure Host Site satisfaction
- Work with members of your Host Site organization staff to implement recommendations
- Assist in some of the daily operations of your Host Site
- Effectively communicate and manage relationships with all stakeholders in the New Sector model
- Contribute to New Sector's knowledge capture and dissemination

KEY QUALIFICATIONS:

The Summer Fellows program is open to outstanding current college undergraduates, graduating seniors, and young professionals with up to 5 years of experience from across the country. There is no "typical" Fellow; New Sector consciously seeks individuals of differing perspectives, backgrounds and career goals. Successful applicants will demonstrate the following:

- Passion for achieving social change through collaboration between the nonprofit, for-profit, and public sectors and a genuine desire to achieve impactful outcomes
- High level of self-motivation and a proven ability to deliver excellent results, demonstrated by a record of strong academic, extracurricular, professional, and/or personal accomplishment
- Core leadership attributes, including: resourcefulness, responsibility, energy, independence, patience, integrity, self-confidence tempered with humility, a strong work ethic, and tenacity
- Ability to adapt and remain flexible in the face of various challenges and opportunities
- Strong interpersonal and communication skills, including the capacity to understand the needs of multiple and diverse stakeholders, work effectively at all levels of an organization, build strong Host Site relationships, and work effectively individually and as part of a team
- Excellent quantitative and qualitative analytical skills, creativity in problem solving, and a keen business sense demonstrated in either a professional or academic environment
- Ability to approach challenges in a structured manner by setting goals, devising a plan to achieve those goals, and measuring the results of that plan
- Desire to proactively take on responsibility within the New Sector organization and network

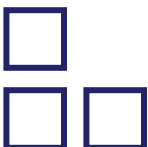
COMPENSATION AND OTHER BENEFITS:

Compensation for Summer Fellows has several components, including:

- A living stipend of \$1000
- An AmeriCorps Education Award worth \$1250, distributed upon successful completion of the program which can be used to pay for outstanding loans or future educational expenses at any accredited institution in the United States
- Travel stipend (in form of subway/bus pass) totaling \$150

SELECTION PROCESS:

After review of application materials, each qualified candidate will be invited for a phone or in-person interview conducted by a New Sector staff member. Candidates selected from this process will then receive an offer to participate in the New Sector Summer Fellows program. Candidates who accept the offer will become a part of the New Sector Summer Fellows class of 2009. In accepting our offer, you accept an offer to the program as a whole, and not to any one particular Host Site or project. Once you have accepted our offer, we will match you with a Host Site.



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RELEASE OF INFORMATION:

To facilitate student selection and matching, New Sector may share your resume with your potential Host Sites and professional consultant mentors. If you have any questions or concerns about this, please don't hesitate to contact our recruiting director, Mike Davis, at mdavis@newsector.org.

TO APPLY:

Deadline: March 6, 2009

Please fill out the Summer Fellows 2009 Application Form (located at <http://www.newsector.org/opportunities/undergraduate/summerfellows.php>) and send it along with a resume and cover letter to Mike Davis at summerfellows@newsector.org.

Resumes should be saved and sent as **LastName_FirstName Resume.doc** (ex. Smith_John Resume.doc)

Cover Letters should be saved and sent as **LastName_FirstName CL.doc** (ex. Smith_John CL.doc)

Applications should be saved and sent as **LastName_FirstName App.doc** (ex. Smith_John App.doc)

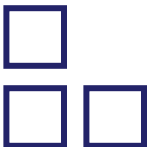
For guidelines of what information to include in your resume and cover letter, please see the frequently asked questions document at the following website:

<http://www.newsector.org/opportunities/undergraduate/summerfellows.php>.

Inquiries can be sent to Mike Davis at mdavis@newsector.org. Please no calls.

The New Sector Summer Fellows program is supported by the Massachusetts Service Alliance and the Corporation for National and Community Service.

New Sector Alliance actively seeks to build a Fellows class with a broad range of backgrounds and experiences, representing a diversity of race, color, ethnicity, gender, sexual orientation, secular preference, political affiliation, socioeconomic status, and ancestry. Further, we encourage individuals with disabilities to apply to the program and can provide reasonable accommodations for those individuals upon request. For additional assistance please contact Mike Davis at 617-488-4973 or at mdavis@newsector.org.



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