

NEIGHBORS UNITED FELLOWSHIP

POSITION DESCRIPTION

OVERVIEW

The Neighbors United Fellowship is created to engage local community members with refugee backgrounds more deeply in the network, to provide an opportunity for Fellows to develop skills in sustaining and evolving networks and to further the network's stated intent to be a network that is led by and for refugees. Fellows are selected to:

- Lead on issues facing Boise Valley's refugee communities and help formulate and implement solutions and innovations that benefit our refugee communities and network organizations;
- Learn about and improve Neighbors United network strategies, processes and activities;
- Share knowledge and ideas with and provide direct advice to the contracted Implementation Coordination Team, groups within the network and general membership;
- Train in implementation coordination methods such as work plan development, meeting facilitation;
- Act as a liaison to various communities and organizations to exchange stories, information, experiences and ideas and be a positive representative of Neighbors United in the community.

DUTIES & RESPONSIBILITIES

- Bring attention to refugee communities' needs and act as liaison for idea exchanges by participating in community events and conversations and network meetings.
- Contribute to development and implementation of network strategy and work plan, working with Implementation Coordinator Team (A::B).
- Actively participate in leadership meetings and provide coordination and meeting support to Neighbors United Committees and their work.
- Host, organize and help facilitate or in other ways support existing Network Gatherings and other networkwide meetings and events, such as the annual refugee conference.
- Make recommendations about network system improvements.
- Create monthly written reports of fellowship activities and a summary report on a selected investigation topic relevant to Neighbors United and agreed on by network sponsors at commencement of Fellowship.

FELLOWSHIP STRUCTURE & PROPOSED COMPENSATION

- **Hours** – minimum 20 and maximum 40 hours per month (approximately 5-10 hours per week, depending on Fellow availability and workload demand)
- **Duration** – 9 months (approximately October 1, 2023 to June 30, 2024)
- **Total Compensation** – \$25/hour; please note, this Fellowship is included in the job description for a part-time Project Assistant employment position within Agnew::Beck (A::B). Please refer to the A::B Project Assistant description for a full accounting of position responsibilities, compensation and benefits.
- **Qualifications** – We strongly encourage individuals with refugee or recent immigrant personal background to apply. Candidates should also have interest in learning about and contributing to implementation coordination techniques and sustaining and evolving the Neighbors United network to the benefit of local communities. Experience and adeptness with Microsoft Office Suite is preferred.
- **Location and Supervision** – Work virtually and/or in-person in Boise, Idaho. Supervision will be provided by Contractor (A::B).

To apply, please submit resume and cover letter to Inmaly@agnewbeck.com by September 20, 2023. For questions or assistance with this process, please email - we are happy to help!

