



Child and Family Services

Position:	Management Fellow
Department:	All Departments
Duration:	One Year
FLSA status:	Non Exempt
Reviewed/Revised Date:	March 2016
Salary:	\$30,000 plus benefits

Objectives

Provide qualified Say Yes scholar(s) with experience and professional development opportunities working at a non-profit, human services agency.

Position Summary:

The Management Fellow position is a unique, one-year leadership development opportunity. The Management Fellow will rotate throughout the Agency developing a comprehensive understanding of programs and services, and the Agency mission and vision, while honing leadership skills. To guide the process, the Fellow will be provided a mentor. Fellows will develop a Fellowship Plan with his/her mentor which will include the departments to which the Fellow will be assigned, his/her supervisors in each department, and the types of assignments on which the fellow will work. In addition, the Fellow will be provided with a leadership development coach that will take the fellow through a self-discovery process utilizing assessments and monthly leadership skill development.

Fellowship Leadership Development Objectives:

- Time management; Project management; Goal setting
- Communication effectiveness; Conflict management
- Emotional intelligence; Listening with empathy; Stress Management
- Diversity and Inclusion
- Problem Solving; Innovation
- Change management
- Influencing others; Relationship building
- Decision making
- Situational Leadership; Delegation
- Building High Performing Teams

- Performance coaching/ feedback; Career conversations

Qualifications

- Experience in the human services field and/or with community improvement
- Must successfully clear all background checks

Completion of Fellowship

To conclude the fellowship, the Fellow will create a final project that chronicles their experience and growth throughout the process.

Based on the agency's current needs, the agency may make an offer of permanent employment but such an offer is not guaranteed.

I have read and understand this position description including the duties and responsibilities associated with this position.

Signature

Date

Printed Name