

Whitman Community Fellow Program

FELLOW POSITION DESCRIPTION

Name of Organization: Community Council

Title of Fellow: Study Coordinator Assistant

Proposed Hours of Work/Days of Week:

Up to 10 hours:

- **1.5 hours are fixed: 11:45 AM–1:15 PM each Tuesday** at Walla Walla YWCA (five blocks from Whitman Campus)
- remainder of time is largely remote, with flex-time hours at the convenience of the Fellow, with some meetings scheduled at joint convenience of Fellow and Study Coordinator and occasionally Study Chair

Supervisor's Name and Contact Info: Jennifer Boyden, ccstudy@wwcommunitycouncil.org, 509.529.0119

Mission of organization: Community Council creates positive change by bringing people together to address regional issues. Community Council fosters a civic culture that inspires a citizen-driven, consensus-based, problem-solving process to prepare the greater Walla Walla area for future growth, change and challenges to enhance the quality of life for everyone.

Skills Required:

This position calls for an outgoing, detail-oriented individual impassioned by the idea of grass-roots community change. The Study Coordinator Assistant will support a study process that provides citizens with a forum to create the changes they believe will contribute to the region's health and vitality. The upcoming study topic is Enhancing Outdoor Recreation Opportunities. A successful Fellow applicant will assist this study by liaising with experts who provide weekly presentations to the citizen group, summarizing key points of the presentations, tracking the study findings, and presenting the findings and outcomes into a final report. Therefore, skills required include the following:

- Excellent verbal and written communication skills
- Community-focused appreciation for volunteers' time and contributions as well as grass-roots change
- Adept active and strategic listener capable of identifying details that will contribute to final report of an ongoing study
- Self-motivated, willing collaborator with all players in the process
- Ability to organize, plan and prioritize to meet set deadlines
- Perceptive, reliable, flexible individual whose decisions reflect good judgment and strong ethics
- Sense of humor
- Strong strategic / critical thinking skills
- Solution-oriented
- Able to easily and productively converse with a diverse range of people

Duties/Responsibilities:

1. Contact presenting resource people to confirm the details of their presentation date, time, and focus.
2. Help the presenting experts focus and frame their talks in the context of the broader study.
3. Work with the Study Coordinator and Study Chair to provide whatever support the presenter and Study Committee might need.
4. Attend weekly meetings (Tuesdays, 11:45-1:15), provide a summary of meeting content, and post summaries online.
5. Follow up with resource people as needed.

6. Help organize and manage the information, which will ultimately be used to develop final reports, including recommended actions and outcomes.
7. Provide other support as needed (for example, working with Implementation Team, marketing, outreach, online presence, etc.)

Major Expectations:

- The Fellow will help to support and strengthen Community Council’s mission by being a critical contact person who helps to focus and frame each presentation in order to best address the study topic.
- The Fellow’s avid interest in the community-focused study process will contribute local knowledge to addressing the issues and connect the Fellow to people and a process capable of affecting deep and meaningful change on a grass-roots level.
- The Fellow’s enthusiasm for being part of local solutions will strengthen the organization’s own mission.
- The study process reflects an interest both in building a compelling study and building community.
- The final study report reflects an investment of critical thinking, planning, and attention to details.
- The community members engaged by the Fellow feel included in the process and valued for their contributions to the study.

Student Fellows must be willing and able to work entire academic year, September 2014-May 2015 (except for Thanksgiving, Winter, and Spring breaks).

Please indicate how you would like to receive resume and cover letter materials and add your contact info here:

Email: ccstudy@wwcommunitycouncil.org

Please indicate how you will review application materials:

ROLLING