

**2021 - 2022 IGNITE Fellow****About IGNITE**

IGNITE is a national, non-partisan 501c3 that is building a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands-on training and work opportunities, and a peer network of women who support each other's aspirations.

**IGNITE Structure**

IGNITE has a national office (located in Oakland, CA) that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and writing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff collaborates across the country. So while this position reports to the Regional Program Director, they will need to maintain positive, collaborative relationships with program staff in other parts of the country.

**Position Description**

Under the supervision of the Regional Program Director/Manager, the Fellow is responsible for accelerating IGNITE's mission in their city/region through:

- (1)** organizing young women within their community to build their political ambition and leadership
- (2)** the development and implementation of Regional Community Council programming, and
- (3)** supporting/sustaining student-led college chapters within their assigned region

**Work hours**

In order to fulfill the responsibilities of this fellowship, Fellows must be able to meet with some stakeholders and participants within work hours.

- All Fellows are expected to work 15 hours per week
- At least 50% of these hours must be between 9 am - 6 pm on weekdays
- Beyond required meetings and training, fellows have flexibility in managing time expenditure in executing their role and other responsibilities.

**Regional Community Council Programming**

- Create a Regional Community Council by extensively researching, organizing, and developing relationships to expand IGNITE's network and presence within the region
- Develop relationships and collaborate with local community and student-led organizations to engage and sustain a Regional Community Council with a target of 20-30 young women including, but not limited to:
  - Middle school and high school students
  - College, post-graduate students, and young professionals
  - Any other young community member
- Implement and coordinate Regional Community Council programming with direction from Regional Program Managers and Directors (i.e. develop agenda and outcomes; solicit and secure speakers and trainers; manage logistics for space and food for events)
- Provide regular communication to Regional Community Council members including a monthly newsletter and regional group chat with upcoming events and opportunities in your region
- Provide a day of action for legislative advocacy and develop a policy agenda with Regional Community Council or statewide programs team for IGNITE the Capitol (IGNITE the Capitol is region-based)
- Work with Regional Community Council to develop a policy agenda and organize a day of action for legislative advocacy
- Work with statewide programs team for the IGNITE the Capitol trip that brings young women from across the state for legislative advocacy training and shadowing

**College Chapter Support**

- Support engaged students within assigned region with expanding the presence of IGNITE on their campuses
- Meet with chapter leaders on a consistent basis to provide support, guidance, and mentorship
- Visit college chapters at least once a semester to provide program support, if possible

**Fundraising and Communications**

- Support National team in fundraising campaigns throughout the year
- Work with the communications team to highlight programming throughout the year

**Program Administration**

- Fellows manage Facebook and IG regional groups
- Fellows will manage their calendars keeping up to date with details of work
- Fellows will be responsible for keeping track of key data points and contact information in a tracking document provided to them
- Fellows will collect quarterly evaluations from program participants

**Other Administrative Duties**

- Support IGNITE National as needed
- Support IGNITE fundraising efforts as needed

### Supervision and Support

All IGNITE Fellows will report to their direct supervisor as listed below. Fellows are responsible for weekly communication to ensure they are meeting program benchmarks. IGNITE will provide each Fellow with extensive training and ongoing coaching and supervision. Fellows MUST attend ALL scheduled trainings.

- Your direct supervisor will schedule mandatory weekly check-ins with you to talk about programming, brainstorm solutions and follow up with any upcoming events.
- Fellows are required to meeting also in a regional group setting weekly lead by direct supervisor

### Required availability for support:

- Regional Group Meetings - Mondays weekly at 5-6 pm
- 1:1 meetings w/ Direct Supervisor - Tuesdays-Thursdays weekly 9 am - 6 pm
- Professional Developments - Every Last wednesday of the month 5 - 7 pm EST

*\*Regional group and 1:1 meetings are schedule in the time zone of your region*

### Training

IGNITE provides intensive training to ensure our team members are successful in their roles. Each Fellow will receive direct supervision from a Regional Program Director, as well as ongoing virtual leadership development workshops that provide training on curriculum to be implemented in the Regional Community Councils.

### Mandatory Training Priorities:

- August 16 - Sept 17, 2021: Fellows will launch the year with a month-long virtual kick-off training featuring political leadership training and meetings with prominent elected women leaders.
- Jan - Feb 2022: Fellows will participate in midyear in-person regional retreats for support and additional training
- June 2022: The IGNITE Fellowship culminates in Washington D.C. where the cohort attends our annual national conference, Young Women Run. Fellows will meet with Congressional Leaders, high-level policymakers, and advocacy groups engaged in the policy process.

Fellows will have the opportunity to focus their leadership advancement in the following developmental tracks:

- **The Candidate** - running for office A-Z
- **The Activist** - organizing fundamentals and how to advance your community advocacy efforts
- **The Policy Maker** - how to write or champion policy and legislative advocacy A-Z

**Qualifications**

- Prior organizing experience - proven track record of relationship building via in person and phone contact consistently
- Prior program experience (2 or more years)
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community

IGNITE is committed to making reasonable accommodations for all employees. Anyone with disability related barriers is encouraged to apply.

IGNITE is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

**Time Commitment and Pay**

August 16, 2021 to June 30, 2022

Fellows will be paid \$12,000 across the year of service