Graduate Level Summer Fellowship Opportunity

Position Title: Graduate Fellow, AmeriCorps*Texas
Opening Date: Open until filled.
No. of Openings: 1
Reports to: Emily Steinberg, Director of National Service Programs
Compensation: Up to $3,600.00 (based on $300.00 per week for 12 weeks)
Term of Fellowship: Summer (between June-August), 10 - 12 weeks (40 hours per week)
Employment Status: Temporary, Full-Time; FLSA Nonexempt
Work Schedule: Variable based on student schedule
Benefits: No health insurance coverage or other benefits will be provided.

ABOUT ONESTAR FOUNDATION

OneStar’s mission is to build a better nonprofit sector for a better Texas. For almost four decades there has been an acknowledgment by the State of Texas of the critical importance of civic engagement and volunteering to the strength of our communities. From the creation of the Texas Center for Volunteer Action in 1976 to the formation of its eventual successor, OneStar Foundation in 2004, Texas has maintained its support of a strong nonprofit sector.

Today, OneStar carries out its mission for state government as a supporting nonprofit of the Office of the Governor. We also serve as the state’s Office of Faith-Based and Community Initiatives and the State Service Commission for AmeriCorps*Texas. OneStar focuses on increased results for the people served by the Texas nonprofit sector through promotion of innovation, sound business practices, well-managed national service and volunteer programs, research and rigorous evaluation.

OneStar is recognized statewide as an advocate for service and volunteering, a neutral convener and a respected business partner to foundations, state agencies, and the business community. Together we can make a stronger more vibrant Texas with opportunities for all to serve.

ABOUT THE POSITION: GRADUATE FELLOW – AMERICORPS*TEXAS

As Texas’ State Service Commission, OneStar administers $13 million in federal funding per year to support more than 2,200 AmeriCorps*Texas members serving with nonprofit organizations across the state.

OneStar boasts an impressive portfolio of AmeriCorps*Texas grantees that serve local needs, raise their own required match funding, apply through a highly competitive process, and meet rigorous standards to receive funding. OneStar provides expertise in grant making, grant administration, evaluation, monitoring and risk assessment, and advanced training and technical support in order to bring these critical funds to Texas and to make our state a competitive player in the field of national service.

OneStar Foundation is seeking a graduate level fellow to become an integral AmeriCorps*Texas team member. The Graduate Fellow will work to assist OneStar’s AmeriCorps*Texas team on the following activities:

- Event planning, budgeting, and logistical coordination
- Advocacy and outreach efforts to build awareness of AmeriCorps in Texas elected and public officials at the local, county, and state level.
Data collection and analysis for continuous improvement of the AmeriCorps*Texas portfolio via the Annual Grantee Survey and other data sources

Social media, infographics, marketing, photography, videography and/or graphic design related to improving AmeriCorps resources and visibility

Development, improvement and implementation of tools and resources for grantee evaluation, performance measurement, training and support

Assistance with grants management database development, organization, and updates

Contact with both internal and external stakeholders and partners will be a large part of this fellowship experience, including potential opportunities for public speaking and travel on behalf of OneStar Foundation.

OneStar seeks a fellow who is highly organized, able to complete independent work projects as well as operate within a highly interactive team setting. Relevant skills include: Microsoft Office, including Word and Excel, event coordination, research and evaluation, professional writing for various audiences, and strong personal communication skills. Experience in data analysis using Excel, SPSS or STATA, as well as social media, marketing, graphic design, photography/videography, event planning, public affairs, public policy, and nonprofit sector background knowledge are preferred.

To be eligible for the Fellowship, a candidate must possess an undergraduate degree and already be enrolled in a full-time graduate study program at an accredited educational institution (pursuing a Master's degree or PhD with plans to return to school in a full-time capacity) or graduated with a masters, professional, or doctorate degree from an accredited educational institution within the last two years. Experience serving as an AmeriCorps member may be substituted for the requirement of being enrolled in, or recently graduating from, a graduate degree program.

OneStar pays an hourly salary to all Summer Fellows and, where applicable, provides an allowance towards travel expenses. Fellows are responsible for their own living accommodations. Fellowship positions are located in Austin, TX and are a minimum of ten weeks in duration.

**HOW TO APPLY**
Submit your resume to emily@onestarfoundation.org with “Graduate Fellow – AmeriCorps*Texas” as the subject of your email. In the body of your email, explain your interest and fit for the position.

OneStar Foundation is an Equal Opportunity Employer and a member of Employers for National Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

For more information on OneStar Foundation and AmeriCorps*Texas, visit our website: www.onestarfoundation.org