



***Jersey Cares Project Coordinator Fellowship
In Partnership with Rutgers University Office of University
Community Partnerships
Spring- Summer -Fall 2019***

Program Contacts:

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Fellowship Dates:

Spring: April 1- June 3rd

Summer: June 10-Aug 16

Fall: 8/19-10/18

Fellowship Location: Newark, NJ

*there may be a few exceptions that are in a Newark neighboring city

Fellowship Description

***Essex County Young Adults (ages 16-24); Low to Moderate Income**

The Jersey Cares Project Coordinator Fellowship initiative is designed to address the disconnect between Newark's young adults (ages 16-24), workforce development skills, and employment opportunities. 150 selected Fellows will receive workforce development training from a Newark company and lead well-managed, sustainable projects and programs at various Newark nonprofit agencies.

Fellowship Goals:

Participating fellows will also improve their leadership competencies, including: conflict management, planning and organization, decision making, communication, facilitation, presentation skills, resume/interviewing skills, etc. Students will be equipped with the knowledge to effectively plan, organize, and manage time, as well as have developed confidence in public speaking and executing meaningful interviews with potential employers.

Requirements:

Students are required to attend a minimum of 2 workforce development trainings with a Newark company, and our Demonstration Day (presentation/public speaking). Workforce development trainings are scheduled in the first, fifth, and tenth week of the cohort cycle*. Students are required to complete a mandatory 12 hours minimum a week, totaling 120 minimum hours/10 weeks or up to 15 hours maximum a week, totaling 150 maximum hours/10 weeks.

As a part of learning how to communicate, it is required that students communicate with Jersey Cares' Program Managers and their site supervisor for any issues that interfere with participating in the program, including attendance.

Jersey Cares' Program Managers, nonprofit partners, and company partners all expect and require that all students are courteous, respectful, and punctual to all scheduled Fellowship dates and times.

**Training sessions can and may change depending on logistics with partner companies. Students will be notified of potential changes of session dates in a timely manner.*

Incentives:

Students will receive a \$400 stipend upon successful completion of the program. Students will also be connected to employment opportunities via workforce development trainings and by exposure from working with nonprofit partners. Jersey Care's Program Managers are also responsible for career coaching and mentoring. Students will be invited to a leadership webinar series and networking events that are intended to increase the confidence and promote leadership.

Grading:

See Academic Advisor for course credit.

Jersey Cares reserves the right to make changes, which will be announced as soon as possible.

Example schedule of a cohort 10-week session:

Week	Activity/Location
Week 1	Nonprofit Workforce Development Training 1
Week 2	Nonprofit
Week 3	Nonprofit
Week 4	Nonprofit
Week 5	Nonprofit Workforce Development Training 2
Week 6	Nonprofit
Week 7	Nonprofit
Week 8	Nonprofit
Week 9	Nonprofit
Week 10	Nonprofit Workforce Development Training 3 (Demonstration Day- PRESENTATIONS)