

## School District of Philadelphia

### Management, Communication, and Policy Fellow Position Description

**Title:** Management, Communication, and Policy Fellow  
**Department:** Office of the Superintendent  
**Reports To:** Senior Project Manager  
**Schedule:** 15 - 25 hours per week  
**Salary:** \$15 per hour  
**Start Date:** September 2021

#### **Job Summary**

This is a part-time position within the Office of the Superintendent that offers a full-time graduate-level student a hands-on learning experience. Candidates interested in working on multiple projects related to strategic planning and execution, policy development, project management, and communication are encouraged to apply. Fellows will be exposed to various aspects of a large, urban school district. The Fellow will work closely with members of the Office of the Superintendent's team, including the Chief of Staff, as well as District leaders and members of other departmental teams.

#### **Essential Functions**

- Support information sharing, strategic management, and cross-department communication to drive progress toward District goals, particularly as related to the Board of Education's Goals and Guardrails and the District's progress monitoring process
- Support research of education policy issues, the District's revision of Board of Education policies, and the office's work with the Board of Education generally
- Create presentation materials and resources for diverse stakeholder groups, including internal and external audiences
- Support multi-media outreach efforts and website maintenance to highlight District activities
- Support District Executive Team meeting planning and implementation
- Support planning and execution of school transitions, such as the transition of a school from charter to District management
- Manage projects from idea generation to final product
- Other duties as assigned

#### **Qualifications**

- Currently enrolled in an advanced degree program in public administration, public policy, education policy, education leadership, communications, organizational dynamics, or a related field of study
- Strong research, writing, and editing skills
- Excellent interpersonal and communication skills
- Outstanding organizational and time-management skills
- Ability to work independently with limited supervision
- Ability to simultaneously manage multiple projects and regularly meet deadlines
- Experience writing for diverse stakeholder groups, including internal and external audiences

#### **Benefits**

- Gain experience working in a large public organization
- Receive coaching and mentoring to hone targeted skills and develop professionally

- Support the realization of the School District's vision that all students in Philadelphia will have a great school close to where they live
- Letters of recommendation provided upon successful completion of the fellowship

### **How to Apply**

To apply, please submit a resume, cover letter, and a short academic or professional writing sample (between one and three pages). Please send your application to [jmclaughlin@philasd.org](mailto:jmclaughlin@philasd.org) with the position title as subject line of the email. The deadline to apply is **Friday, July 9, 2021**.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.