CARLETON-EXCLUSIVE OPPORTUNITIES FOR SEVEN GRADUATING SENIORS IN THE NONPROFIT SECTOR

The Weitz Fellows Program provides one-year, full-time jobs for seven Carleton 2023 grads at seven nonprofit organizations in Omaha and Lincoln, Nebraska. Positions are paid, include benefits and funding for professional development, and provide cross-functional, professional experience in all aspects of the fellow’s organization. This is an unparalleled opportunity for anyone interested in beginning a career in advocacy & education, arts & film, law & policy, or nonprofit management.

WEITZ FELLOWSHIP LOCATIONS:

• Autism Action Partnership
• Film Streams
• Nebraska Appleseed Center for Law in the Public Interest
• Nebraska Civic Engagement Table
• The Union for Contemporary Art
• University of Nebraska, Omaha Service Learning Academy
• Women’s Fund of Omaha

APPLICATION DETAILS:
A full position description for each opportunity is available on Handshake (employer is “Carleton College – Weitz Fellow”). Open to all Carleton students from the class of 2023.

Application Deadline: Sunday, February 5, 2023 at 11:59:00 p.m. CST
Virtual Interviews: Tuesday, February 28, 2023
Required Documents: Resume, Cover Letter, List of 3 References
(Note: some requirements vary slightly - review instructions carefully)

Please note: Students can apply for a maximum of two Weitz Fellowships. This is a highly competitive program and we strongly encourage all students to meet with a career coach to review their résumé and discuss how to best tailor their application documents to each specific position. To schedule an appointment, log in to Handshake.

Questions? Reach out the Andrea Kubinski (akubinski) or Chad Ellsworth (cellsworth).

ADVOCACY & EDUCATION

Autism Action Partnership (New for ’23-’24) – position description

Autism Action Partnership serves the Nebraska autism community through targeted programs that promote support, inclusion, and prosperity. Through their work, they work to improve the quality of life of persons on the Autism Spectrum and their families through education, advocacy, and support, thereby enabling them to be an integral part of the community.

What To Expect:

• A rotating schedule, spending one to two months immersed in multiple programs and facets of a nonprofit including: direct service, outcome measurement, community engagement, social media, fund development, budgeting, and program design.
• Assist in planning and managing all AAP awareness and outreach events
• Represent AAP at local outreach events and in various community groups/initiatives
• Seek and create partnership opportunities to enhance AAP’s community impact
• Assist in training businesses, venues, groups, or employers interested in learning about autism and inclusive practices
• Provide support to program staff and support program implementation
• Support the creation and distribution of marketing materials
• Identify metrics, collect data, and report on outcomes as assigned by the supervisor
• Assist with a variety of fundraising tasks and events

Top Qualities:
• Adaptability – wide-variety of opportunities that will require a diverse range of skills and flexibility
• Analytical – organization experienced significant growth in 2022 and “best practices” are still being defined
• Initiative – with limited capacity to meet significant needs, each team member is expected to take advantage of any opportunity to advance our impact.

University of Nebraska, Omaha Service Learning Academy (Former Fellow: Nhan Le ‘21, Major: Geology) - position description

The Service Learning Academy develops and maintains relationships with the Greater Omaha nonprofit community, as well as government entities and others who serve the good of the community. As an office within the University, the Service Learning Academy supports university faculty and students, P-12 teachers and students, and community partners in the development and implementation of quality service-learning courses and projects. Work includes collaboration with faculty, staff, students, and community stakeholders, community involvement and outreach, program administration and management, and data analysis on the impact of the Service Learning Academy’s work.

The selected candidate will work closely with all members of the Academy staff and all program areas. This may include:
• Assisting the director in program administration and management.
• Working closely with the Assistant Director for External Partnerships, Student Engagement, and Pipeline Programs on the development of new service-learning partnerships and maintenance of existing partnerships.
• Acting as co-facilitator to the Stephenson-Harrington Internship course with tasks including site placements, co-teaching, and content planning.
• Working with the Service Learning Academy staff to develop and manage service learning projects that include UNO faculty & students and P-12 teachers and students from Omaha school districts in collaborative service learning experiences.
• Leading campus and community-wide initiatives such as the Service Learning Showcase and CultureFest with Service Learning Academy team members.
• Supporting the evaluation and assessment in our on-going efforts to define, measure, analyze, and report the impact of service learning through data input. Student’s academic, civic, and personal growth are examined from both university and P-12 service learners.
• Provide supervision and support to work study student.

The successful candidate will be comfortable working in highly diverse communities, have excellent communication skills, and a strong interest in program development and administration and the civic engagement mission of higher education institutions.

Top Qualities:
• Activation/Initiation (being a part of the team),
• Willing to grow/learn,
• Engaged in community,
• Cares about community work & growth of people
**Women’s Fund of Omaha** *(Current Fellow: Emily Schulenberg ’22, Major: Statistics) – position description*

Women’s Fund of Omaha focuses on research, grants, and advocacy around issues facing women and girls in their communities. They provide grant funding to service providers, advocate for policy change, and influence dynamic change within the community. The fellow will assist with research, policy development, communications, and donor and volunteer relations. Research areas include economic conditions, domestic violence, and challenges facing girls.

The position is designed to offer recent graduates the space to explore a career path in nonprofit administration with a respected organization in the Omaha community. The fellow will work closely with staff, board, and committee members on projects related to our mission to identify issues, fund solutions, and lead change to improve the lives of women and girls in the Omaha community.

This position will provide the opportunity to participate in all phases of research, grants, and advocacy efforts for our two grant-making programs: Freedom from Violence and the Adolescent Health Project. Our Freedom from Violence work seeks to create a community free from gender-based violence - including sex trafficking, domestic violence, sexual harassment, and sexual assault. Our Adolescent Health Project promotes barrier-free testing and treatment for sexually transmitted infections and works to create sustainable, community-wide changes in the sexual knowledge and health of Omaha’s youth.

The successful candidate will be highly motivated, flexible, comfortable with diverse audiences, and have excellent interpersonal skills, strong communication skills, and a demonstrated interest in improving the lives of women and girls.

**Top Qualities:**
- Tolerating ambiguity--take on newer projects with more uncertainty--change all the time, especially quarterly shifts in projects,
- Research writing,
- Adaptability,
- Great researchers (grants and advocacy),
- Bring the capacity to add real value to the agency

**ARTS & FILM**

**Film Streams** *(Current Fellow: Isabel Anderson ’22, (Majors: Cinema and Media Studies, English Creative Writing) – position description*

Nonprofit arts organization dedicated to enhancing the cultural environment of the Omaha-Council Bluffs area through the presentation and discussion of film as an art form. The organization oversees two wonderful and distinct cinemas: the Ruth Sokolof Theater, and the historic Dundee Theater.

Responsibilities include Administrative Support and Programming.

**Administrative Support:**
- Source, collect, and organize digital assets (stills, gifs, video, press materials, etc.) for all programmed films, including New Releases (via distributor sites), Repertory Selections, Collaborative Screenings, Special Events, and Education (Daytime Education Program and Courses)
- Draft copy for film and series descriptions suitable for various platforms and channels, including the Film Streams website, enewsletter, print newsletter, and flyers
- Add Films and Runs to the Film Streams website as they’re booked and dated, and update as needed with additional information
- Add Series to the Film Streams website as they’re booked and dated, and update as needed with additional information
- Build out content and design of Film Streams’ weekly email campaign
- Build out content and design of Film Streams’ targeted email campaigns for select New Releases, Repertory Series, Collaborative Screenings, and Special Events Maintain and delegate a regular (daily, weekly, monthly, etc.) routine of tasks and projects
- Support day-of set-up and breakdown of events as needed.
- Support creation and distribution of development materials, as needed.
- Welcome, check in, and orient visiting small and large school groups (up to 200 students at one time).

**Programming:**
- Program one repertory series during tenure as Weitz Fellow.
- Program one education seminar or series during tenure as Weitz Fellow (optional)

**Top Qualities:**
- Independence (smaller staff with own areas and priorities),
- Willingness to collaborate and contribute ideas,
- Flexibility/shifting tasks (even physical spaces) quickly from finance to concessions to strategy

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**The Union for Contemporary Art** *(Current Fellow: Ty Quigley ’22, (Major: Studio Art) – position description)*

The Union for Contemporary Art strengthens the cultural and social landscape of our community by using the arts as a vehicle to inspire positive social change. The organization was founded on the belief that the arts can be a vehicle for social justice and greater civic engagement; we strive to utilize the arts as a bridge to connect our diverse community in innovative and meaningful ways.

The Union seeks applicants from anticipated 2023 Carleton College graduates interested in working at the intersection of art and community practice. Spending one year with us at The Union, the **Weitz Fellow** will be immersed in all aspects of our organization including development, operations, programming, grantmaking, and community outreach and partnerships. The Fellowship is designed to be hands-on with opportunities to work across departments, in studios, and within the community. The Fellow will work with Union staff to develop and implement an impactful independent project to further their experience with us and dive deeper into a specific area of interest.

**What To Expect:**
- A rotating schedule, spending one to two months immersed in multiple programs and facets of a nonprofit contemporary art center including: *fundraising, communications, performing arts, public art partnerships, community workshops, urban gardening, exhibition, artist residency, and youth engagement*
- Propose, develop, and implement an independent project - in the Fellow’s area of interest - with mentorship from Union staff and other community partners
- Full access to our Co-Op Studios (Ceramics, Print, Fiber, Digital Media, and Darkroom) to work independently on projects
- Opportunities to attend neighborhood and community events
- Connections to community contacts + relationship-building opportunities within the Omaha community

**Top Qualities:**
- Commitment to social justice/change, have an understanding of community the Union serves (North Omaha, black community) and making space for diverse voices,
- Adaptability, experimentation, flexibility (for example, in response to COVID-19, the Union "abandoned traditional programming" to serve the community).
- Demonstrate initiative
Nebraska Appleseed Center for Law in the Public Interest (Current Fellow: Clarissa Guzman ’22, Majors: Sociology/Anthropology, Educational Studies) - position description

Nebraska Appleseed is a nonprofit organization that fights for justice and opportunity for all Nebraskans. We take a systems-based approach to complex issues – such as child welfare, immigration policy, affordable health care, and poverty – and we take our work wherever we believe we can do the most good, whether that’s in the courthouse, at the Capitol, or in the community.

The Weitz Fellow builds, maintains, and coordinates authentic grassroots relationships. The Weitz Fellow helps ensure programmatic work is community-led and builds power in local communities. The Weitz Fellow has the ability to solicit information, listen at all levels, and synthesize multiple channels to include face-to-face interactions and digital connections. This position is critical to providing leadership development training and contributes to the creation of a program organizing strategy. The Weitz Fellow is instrumental in community-driven advocacy and engagement efforts. The Weitz Fellow participates in formal and informal coalitions or collaborations which may include nonprofit, civic, and grassroots organizations. The position reports to the Organizing Director.

Position Responsibilities:
- Ensure work is aligned with the goals of the Economic Justice and Health Care Access Programs and Organizing team, and the strategic objectives of the organization
- Contribute to and implement strategic outreach plans, in partnership with the Economic Justice and Health Care Access Program teams and Organizing Director
- Work with diverse community members and partners to establish and maintain authentic relationships, and identify opportunities and issues raised within the community
- Collaborate with community members, partners, and the Economic Justice and Health Care Access Program Team to develop targeted solutions to community issues including the development of policy, legal solutions, and organizing
- Mobilize a base of grassroots support on the advocacy of important community issues
- Oversee volunteer engagement to coordinate and connect interested community members to ongoing work, and facilitate and sustain relationships with Nebraska Appleseed’s volunteer base.
- Identify and meet with key individuals and/or grassroots teams to promote positive change and build leadership capacity
- Maintain applicable records in the agency database adhering to Nebraska Appleseed privacy safeguards
- Share key information gathered from the community with internal stakeholders
- Plan, coordinate, and facilitate Take Action Tuesdays, a short, virtual advocacy opportunity that takes place once a month as an avenue for staff and community members to engage in taking action alongside each other.

Top Qualities:
- Ability/willingness to ask questions and form deep relationships with people, especially strangers as a community organizer;
- Culture—have to articulate passion for being in that specific role/agency;
- Focus on equity issues
- Language abilities are a plus

Nebraska Civic Engagement Table (Current Fellow: Arlo Hettle ’22, Majors: Political Science/International Relations, Educational Studies) – position description

The Nebraska Civic Engagement Table works to build a more just, inclusive, and engaged Nebraska by increasing the year-round civic participation of our nonprofit members’ supporters and underrepresented communities, including: African-Americans, Latinx, Native Americans, Asian American and Pacific Islanders (AAPI), new citizens, low-income families, women, TLGQIA+ Nebraskans, and young voters. Our goal is to increase their share of voter turnout, ensure
their voices are represented in the policy decisions that affect their lives, and build leadership among community members and our nonprofit partners.

The Nebraska Civic Engagement Table (“Nebraska Table”) seeks a full-time Grassroots Advocacy Coordinator, as part of a one-year visiting fellowship program. The fellowship is designed to offer a recent graduate hands-on experience working in coalition with nonprofit organizations engaging in grassroots advocacy and other civic engagement activities. The primary responsibility of the fellow is to coordinate with Nebraska Table Members to identify readiness for grassroots advocacy efforts, identify and coordinate training needs, and assist with overall communications strategy and deliverables. This position also provides support to Table Members in the areas of: legislative bill tracking, Lobby School, ballot initiative efforts, unified public policy messaging, and digital advocacy.

Primary Duties & Responsibilities:

- Learn communications and data tools like EveryAction, ThruText, and the Voter Activation Network (VAN) with a goal of using them to support nonprofit digital advocacy campaigns and provide supplemental training support
- Work with Nebraska Table Members who are positioned to step into grassroots advocacy for the first time or are ramping up their efforts and skills providing end-to-end coaching, establishing training schedules with Organizing, Policy, and Communications teams, and assisting Members with direct lobbying training and resources as needed
- Work with Organizing, Policy, and Communications teams to coordinate collaborative grassroots advocacy efforts between multiple organizations. Efforts will focus on, but may not be limited to, Nebraska Legislative strategy and advocacy work during the 2024 session, as well as ballot initiatives
- During the 2024 Legislative session, assist in tracking legislation and communicating updates to key stakeholders
- Assist in tracking timelines and deliverables, and managing communication between stakeholders, both internally and with our members
- Work with Nebraska Table staff to help Members determine strategy, messaging, and timing for their voter mobilization, community organizing, and advocacy efforts (e.g. phone banking, email advocacy, digital advertising)

Top Qualities:

- Team culture fit (able to build relationships, attention to detail, strong, unique, open, transparency, sense of humor, shared decision making),
- Self-determination (being highly organized, innovation/idea),
- Passion for the work (increasing representation, serving underserved communities)