



**DRIVE**

**Position:** Fellowship Associate

**Reports to:** Fellowship and Alumni Manager

**FLSA Classification:** Hourly/Non-Exempt

**Wage & Hours:** \$27 p/h. 35 hours a week

**Key Relationships:** Fellowship and Alumni Manager, Culinary Manager, Manager of Employer and Strategic Partnerships, Chief Program Officer, Fellows, CBO and partner organizations

At Drive Change (DC) our mission is to support formerly incarcerated young people (Drive Change Fellows) and create quality employment pathways into the culinary and hospitality industry. We work to create systemic change and sustainable impact through unapologetically reimagining what's possible for the food and hospitality industry.

**About the Fellowship Associate Position:**

The Fellowship Associate aids in the development and facilitation of personal and professional development materials to support a fellow's development of new skills and behaviors to aid his or her job placement and retention. The Fellowship Associate aids in other processes such as program

Attend weekly check-ins, staff meetings, and other standing calls or mandatory planning meetings such as retreats and Drive Change events

Lead other special projects and tasks assigned by Program Managers, Chief Program Officer or Executive Director

**Case Management:**

Participate in case conferences involving Fellows, the F&A Manager, and other DC staff

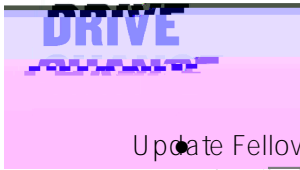
Document intake interviews and subsequent bi-weekly check-ins

Administer Strengths and Needs assessments to all Fellows

Offer support to Fellows with referrals to outside or partner resources, such as childcare, housing, mental health support as needed

**Daily Program Management:**

Participate in weekly meetings with the F&A manager to r



- Update Fellowship calendar, ensuring milestones and dates are documented accurately
- Keep detailed and accurate records, files, and correspondences, in both written and electronic formats, on all fellows and program-related materials, organized and accessible
- Maintain an inventory checklist of items needed for Fellowship cohorts
- Assist with the onboarding and offboarding of fellows

#### Alumni Engagement Evaluation:

- Maintain contact with Fellowship alumni and engage them in ongoing activities
- Update retention trackers for alumni and provide support through workshops for continued skill development
- Conduct site visits and gather feedback from employers and fellows

#### Recruitment and Community:

- Expand outreach initiatives to attract potential applicants by fostering partnerships with diverse CBOs and leveraging their networks
- Assist with the research and engagement of community-based organizations, job fairs, and relevant events to promote the Drive Change Fellows Program

#### REQUIREMENTS

- Background in direct service or 1-3 years of experience in case management preferred.
- Knowledge of trauma-informed and motivational interviewing techniques, and NYC support systems
- Experience in justice reform space or with justice-involved and diverse populations
- Strong interpersonal and written communication skills
- Strong networking and relationship-building skills to engage diverse CBOs
- Prior experience in facilitation, especially in teaching soft skills, professional development and work readiness, is beneficial
- Compatible with Drive Change core values
- Strongly encourage justice-impacted candidates to apply

#### WORK SCHEDULE

- Flexible
- Full-time