



## CIVIC ENGAGEMENT FELLOW

The Mayor's Office for Immigrant Advancement (MOIA) has a Civic Engagement Fellow during the school year (September - June) to assist with Immigrants Lead Boston and City Hall Tours. [Immigrants Lead Boston](#) (ILB) is a program for Boston immigrants who wish to take more civic ownership and exercise leadership in the community. Additionally, to expand civic ownership at the city level, MOIA welcomes immigrant residents for guided tours of City Hall to learn about city government and the culture of Boston. This fellow works closely with MOIA's Civic Engagement Coordinator on various tasks to assist with the implementation, facilitation, and expansion of both Immigrants Lead Boston and City Hall Tours. This is a great opportunity for anyone who is passionate about civic ownership and leadership to help advance MOIA's civic engagement programming.

### **Responsibilities May Include:**

- Attend each of the 10 weekly ILB sessions for the Fall and Spring cohorts, which will be in English and Spanish respectively. ILB sessions occur every Tuesday from 6 pm to 8 pm.
- Help take notes during each session in the relevant language (English/Spanish)
- Summarize notes to be shared with ILB Facilitator
- Compile all the resources shared in-session
- Track attendance of ILB participants
- Update participant agendas
- Draft emails for participants after each session
- Support in the development of ILB in Spanish
- Assist with the coordination of the ILB welcome and graduation ceremony
- Support with the implementation of City Hall Tours in the Fall and Spring
- Assist with other projects or tasks as needed

### **Skills:**



- High undergraduate or graduate knowledge of either political science, government, urban or social policy, civic education, or related fields
- Strong oral and written communications skills. A writing sample will be required
- Highly organized and self-motivated with demonstrated ability to prioritize multiple projects
- Knowledge of the diverse communities across Boston
- Strong attention to detail
- Computer literacy and proficiency with Zoom and Google Suite
- Bilingual in English and Spanish

The Civic Engagement Fellow will report directly to the Civic Engagement Coordinator and will work closely with the Senior Manager of Strategic Initiatives. Spanish speakers are highly encouraged to apply.

**Schedule and Compensation:**

- Commitment from September through May
- Flexible schedule – can accommodate academic or work schedules
- NOTE: ILB sessions occur every Tuesday from 6 pm to 8 pm
- A minimum commitment of 15 hours per week is required. No more than 20 hours a week
- This position will be hybrid

**To Apply:**

Please email a resume, cover letter, and writing sample to:

Hawa Yusuf, MOIA's Civic Engagement Coordinator

Email: [hawa.yusuf@boston.gov](mailto:hawa.yusuf@boston.gov)

Copy Agnes Chang, MOIA's Chief of Staff

Email: [agnes.chang@boston.gov](mailto:agnes.chang@boston.gov)