Opportunity Accelerator Fellow

at Code for America
Memphis, TN Area

Code for America believes government can work for the people, by the people, in the digital age, and that government at all levels can and should work well for all people. For more than a decade, we’ve worked to show that with the mindful use of technology, we can break down barriers, meet community needs, and find real solutions.

Our employees and active community of volunteers build and transform government and community tools and services, making them so good they inspire change. We merge the best parts of technology, nonprofit, and government to help support the people who need it most. With a focus on diversity, equity, inclusion, and deep empathy for partners in government and community organizations and the people that our partners serve, we’re building a movement of motivated change agents driven by meaningful results and lasting impact. At Code for America, you contribute to exciting work while learning and developing in a supportive and flexible environment. Our compensation and benefits are holistic and thoughtfully curated to represent our employees and our mission. Help us drive real generational change that lasts.

Code for America is looking for a talented Opportunity Accelerator Fellow to join our Opportunity Accelerator (OA) program. Fellows utilize their skills and human-centered technology to enhance the workforce system, ensure food assistance access, and prevent unnecessary incarceration. This leads to more effective and efficient government services that directly benefit everyday people.

The Fellowship also brings about transformative cultural and structural change within local government. Fellows collaborate closely with government teams, forging strong partnerships and creating exceptional public services. Through initiatives like the Youth Participatory Action Research project, Fellows empower communities, amplify marginalized voices, and address challenges related to economic mobility, racial equity, and overall well-being. By working collaboratively, they make a meaningful impact on people's lives by improving access to vital services, expanding educational and economic opportunities, and driving positive social and economic outcomes. The fellowship is a 12 month limited term position.

About the Role:

The Opportunity Accelerator is a transformative program that will empower Fellows to make a direct impact on people's lives by improving government services. Fellows collaborate with government teams, leveraging human-centered technology to improve outcomes for residents (i.e. enhancing the workforce system, ensuring access to food assistance, and supporting individuals in avoiding unnecessary incarceration - among other things). We welcome applicants from diverse backgrounds who can contribute to community organizing, community engagement/qualitative research, and project management. Formal expertise is appreciated, but
not required. They actively collaborate, adapt to changing circumstances, and work independently to address community needs.

The Fellowship involves facilitating a Youth Participatory Action Research project, where Fellows engage with local stakeholders to empower young adults in conducting research on improving county outreach to youth facing challenges in accessing economic and educational opportunities. Fellows work closely with community members and local government partners, employing a user-centered approach, facilitating meetings, designing solutions, and documenting progress. By coordinating with local organizations, the Fellows contribute to the success of projects and create comprehensive reports, ensuring meaningful change in government services. The Opportunity Accelerator Fellowship offers an extraordinary opportunity to drive cultural and structural change, while addressing community priorities and making government work more effectively for the people it serves.

Successful Fellows come from diverse backgrounds in community organizing, public service, technology, and life experiences. Some may have worked in large companies or startups, while others have government or social impact organization backgrounds. All Fellows are dedicated to supporting their own communities.

The Opportunity Accelerator (OA) Fellow will report directly to the OA Associate Program Director.

**In this position you will:**

- **Community Organizing**
  - Coordinate, manage, and lead community organizing initiatives, demonstrating experience in driving effective community engagement.
  - Communicate effectively with diverse audiences, including advocates, practitioners, and policymakers, fostering meaningful dialogue.

- **Project Management**
  - Demonstrate strong interpersonal skills for effective communication with team members and government partners, fostering collaboration and productive relationships.
  - Utilize experience in agile and iterative development to guide the team through project processes and achieve desired outcomes.
  - Identify and track key metrics to assess the impact of the team's work, ensuring data-driven decision-making.

- **Qualitative Research**
  - Synthesize diverse data sources to gain a comprehensive understanding of project impact, enabling effective measurement of progress.
  - Collaborate with the team's designer to create visualizations that effectively communicate key findings and insights.
  - Utilize various tools and methods, displaying a willingness to explore new approaches and innovative research techniques.
• Willingness and ability to travel locally and domestically, estimated at 20%, to engage with communities and stakeholders.
• Other duties as assigned

**About you:**

The position is a perfect fit for someone who comes with a diverse background; in community organizing, public service, technology, and life experiences. Some may have worked in large companies or startups, while others have government or social impact organization backgrounds. All Fellows are dedicated to supporting their own communities.

• Highly Collaborative: Fellows actively engage with their teammates as equal partners, motivators, and teachers. They provide and seek feedback openly and directly, and they view their collaboration with governments as true partnerships.
• Comfortable Wearing Many Hats: In small teams, flexibility is crucial for pushing the product forward. Fellows are scrappy, resourceful, and creative problem solvers who can easily transition between roles and tasks.
• Adaptable: There's no typical day as a Fellow. Routines change frequently, and while teams establish some sprint planning and decision-making processes, adaptability is essential.
• Able to Work Independently: Fellows are integral members of the Code for America team and work directly within Local Initiatives. They are self-motivated, seeking help when needed, and proficient at collaborating with remote teammates.
• Have been/are imbedded within the Memphis local community

**It’s a bonus points if you/have:**

• Additional experience in community organizing, qualitative research, project management, government, and policy work can greatly contribute

**What you’ll get:**

**Salary:**

Code for America’s salary bands are transparent internally as a part of our commitment to diversity, equity, and inclusion. We are happy to extend this transparency during the recruitment process. As a part of our equitable hiring practices, we aim to target the midpoint of the 2nd quartile of the range for all new hires.

The targets for this role are dependent on the market/geographic location. The starting target for this role is $79,411. This is a 12 month long termed position.
Benefits and perks:

- Values:
  - Leadership and teammates who value Equity, Inclusion, and Diversity (DE&I)
  - A collaborative, cross-functional, hardworking and fun environment

- Medical & Retirement:
  - Full benefits package with 100% coverage towards select medical, dental and vision plans and contributes 80% of the cost towards dependent and family coverage
  - 401k plan with matching funds up to 3%

- Professional development:
  - Bi annual 360 review process alongside compensation reviews
  - $1000 annual (per calendar year) stipend towards professional development
  - A manager and org-wide structure that supports and enables professional development

- Flexible Time:
  - Unlimited Paid Time Off policy
  - Flexible working hours- we aim to hold all internal meetings between 10 AM - 3 PM PT
  - CfA employees may work remotely across the US
    - *CfA employees may not work remotely outside of the US at anytime during their employment*

- Employee enablement support:
  - $200 stipend in first paycheck for remote environment setup
  - Additional equipment reimbursement of up to $500 for remote enablement
  - Cell phone and/or internet reimbursement of $50 per month

Equal Employment Opportunity:

Code for America values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Code for America is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To Apply: [https://codeforamerica.org/jobs/posting/?gh_jid=5140830](https://codeforamerica.org/jobs/posting/?gh_jid=5140830)