

Fellowship Coordinator, Reducetarian Foundation

Overview

Organization, program, and role	<p>The Reducetarian Foundation aims to improve human health, protect the environment, and spare farm animals from cruelty by reducing societal consumption of animal products.</p> <p>The Reducetarian Fellowship is a year-long in-person program for college students. We educate and empower bright, passionate, and ambitious young advocates and innovators to transform our food system, fostering a more diverse, sustainable, and impactful movement against factory farming. There are ongoing Fellowship cohorts in New York City and Washington DC; the new Fellowship Coordinator will run this program in a third city.</p> <p>Contractor will make their own schedule, but must have the ability to meet weekly with Fellows (in person) and with Fellowship Director (virtually).</p>
Responsibilities	<p>The Fellowship Coordinator will oversee all aspects of the Reducetarian Fellowship in the designated city. This will involve recruiting and selecting Fellows, implementing the Reducetarian Fellowship curriculum, providing one-on-one mentorship for Fellows, arranging Fellow internships with partner organizations, and managing all administrative components of the Fellowship in the designated city, including but not limited to: event planning, budget management, and data collection and record keeping.</p>
Location	<p>The cohort is planned for Atlanta, Georgia, but we are open to expressions of interest from especially qualified candidates who would be interested in situating it elsewhere in the continental U.S.</p>
Compensation	<p>This is a contract position paying \$70,000 per year. As a contractor, the Fellowship Coordinator will not be eligible for benefits.</p> <p><i>Compensation may be negotiable based on experience</i></p>
Duration	<p>This contract is for 2.5 years, but may be extended at the discretion of the Reducetarian Foundation</p>
Application deadline	<p>Priority deadline: December 31, 2024</p> <p><i>Applications will be reviewed on a rolling basis after the priority deadline until the role is filled</i></p>
Start date	<p>January 2025</p>
Apply	<p>Apply here</p>

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Further details

Responsibilities

- Lead Fellow recruitment efforts, including but not limited to: performing targeted outreach to universities and aligned stakeholders, holding information sessions, attending career fairs, and answering questions from prospective applicants
- Lead Fellow selection process, including reviewing applications and conducting interviews; select Fellows in collaboration with Fellowship Director
- Manage relevant administrative tasks, including but not limited to: liaising with external vendors, collecting and managing key records, and monitoring budget
- Implement Fellowship curriculum by facilitating weekly in-person meetings consisting of seminars with guest speakers on topics related to factory farming and workshops on professional skill development
- Provide monthly one-on-one guidance and mentoring for Fellows related to advocacy work, career choice, and other topics
- Attend the Reducetarian Summit and oversee Fellow participation and engagement
- Lead matching process between Fellows and partner organizations for summer internships
- Support Fellowship Director's efforts to continually improve Fellows' opportunities for learning and growth
- Meet weekly with Fellowship Director and monthly with Foundation President to ensure continuity of program strategy and vision
- Build and maintain relationships with movement stakeholders, including but not limited to: funders, partner organizations, and guest speakers

Desired characteristics

- Experience in roles related to food system reform
- Strong buy-in to a theory of change that includes investing in young advocates, and demonstrated success in supporting and influencing young people
- Excellent communication and interpersonal skills
- Strong organizational skills, including precise attention to detail
- Proficiency in data management and record keeping, including financial records
- Enthusiasm for working collaboratively with a small team of passionate colleagues
- Ability to adhere to high standards of professionalism in interactions with students, colleagues, and external stakeholders
- Alignment with the reducetarian/vegan philosophy is required
- Familiarity with Reducetarian Movement strategies and stakeholders is preferred
- Familiarity with effective altruism is preferred

Questions and modifications

If you have any questions about this role we strongly encourage you to reach out to Fellowship Director Sofia Fogel by email: sofia@reducetarian.org.

We are committed to ensuring that our application process is as accessible as possible. If you believe you may require accommodations of any kind in order to apply for this position, please reach out to Fellowship Director Sofia Fogel by email: sofia@reducetarian.org.