Position Overview:

The NNAAC Transformative Leaders Fellowship program is a nine month leadership development training program for Arab American junior/senior college or college graduate level students, or recent graduates. Fellows will be expected to work 16 hours per week at Syrian Community Network and will be given opportunities to learn about all aspects of a non-profit organization, including administration, finance, fundraising, communications, community engagement, and service delivery, among other things.

The NNAAC Transformative Fellowship Program has two primary goals:

1. To develop young Arab American leaders with an interest in, knowledge of and commitment to working in the non-profit sector while providing them with tools and skills to become successful leaders.
2. To increase the impact host organizations have in the community and increase the host organization’s capacity, by placing part time Fellows as service providers and administrative support.

Why you should Fellow with Syrian Community Network:

SCN serves families holistically, with a variety of services, which would allow a Fellow to gain a broad base of knowledge and experience. We serve families directly through case management (public benefits, medical, etc.), education programs (afterschool, citizenship/ESL), and immigration legal services (adjustment of status, naturalization, asylum). Additionally, SCN’s operational infrastructure has grown to include volunteer engagement, community engagement, advocacy, and fundraising. The Fellow would be
involved in all aspects of the organization and have access to all staff to gain insight into what it takes for a non-profit serving immigrant and refugee populations to run efficiently and provide direct services.

**Job Duties:**

- Participate in conference calls, conferences and educational training modules as needed to expand knowledge base and skill set.
- Acquire and explain upon knowledge of nonprofits in following key areas: Service delivery, leadership, administration, fundraising, communication, community outreach, direct service and program planning
- Gain logistical knowledge of federal and state social safety net programs and the policies of eligibility that govern them
- Gain further understanding of the lawful practice of immigration law
- Fellows will advocate on behalf of clients when dealing with governmental, civic and private agencies (IDHS, SSA, schools, medical offices)
- Fellows will support the development and implementation of Education programming as it relates to Citizenship/ESL classes, and youth programming
- Fellow will support intake by assessing clients seeking registration with SCN services
- Fellow will complete a wide range of applications and forms from the department of Human Services, Social Security Administration, school forms, physician’s offices
- Help clients in providing and researching personal, residential, and employment histories for the sake of immigration benefit
- Gain knowledge of the broader refugee and immigrant landscape in the US
- Gain knowledge of the nuances of stakeholder outreach and communications – related to donors, volunteers, and community members

**Requirements:**

Candidates are preferred to speak Arabic. Candidate must be a current college student or recent graduate. Candidates must be Arab American. Candidates cannot already be employed at the organization, or work the fellowship concurrently with another position at your organization. Experience in nonprofits, volunteering, and policy is helpful. Desire to learn about nonprofit management and leadership skills.

**How to Apply:**

Please submit your application to Mariam Bazzi (mbazzi@accesscommunity.org) using this form https://docs.google.com/forms/d/e/1FAIpQLSfNzxyxgA9gkmcfK_TywYNzfL0p4WUMUjpnINsN3_arwyo14g/viewform