



# BONNER FELLOWS PROGRAM

## BONNER FOUNDATION- NEW JERSEY

### PLACEMENT OVERVIEW

**Fellowship Position Title:** Program Management & Outreach Fellow

**Fellowship Position Summary:** The Program Management & Outreach Fellow will work closely with the Bonner Foundation Program Associate to help coordinate the development of Bonner Foundation's first summer Fellowship Program in New York City and Washington D.C. The Fellow will be responsible for coordinating Bonner site visits in both cities, the development and management of a weekly newsletter and social media platforms (i.e. Facebook, Twitter, and the Bonner Blog.) In addition, the Fellow will also serve as the first point of contact for summer Bonner Fellows in the program to assist with any logistical questions Fellows may have about the program. During this time the Bonner Fellow will have a unique opportunity to work closely with other Bonner Foundation staff to help organize other high-level projects and meetings for the network.

**Specific Position Activities:**

- 1) serve as first point of contact for Bonner Fellows participating in the program;
- 2) work with Program Associate to organize and coordinate Bonner site visits, visit agenda and other logistics to DC and NYC;
- 3) create Bonner Fellows Summer Newsletter; and
- 4) manage and update Bonner network social media platforms

**Service Site:** Bonner Foundation ([www.bonner.org](http://www.bonner.org))

**Service Site Location:** 10 Mercer Street Princeton, NJ 08540

**Supervisor Name & Title:** Nefisah Sallim, Program Associate

**Supervisor Email & Phone:** [nsallim@bonner.org](mailto:nsallim@bonner.org) | (609) 924-6663

### AGENCY DESCRIPTION

**Mission Statement:** Through sustained partnerships with colleges and congregations, the Corella and Bertram F. Bonner Foundation seeks to improve the lives of individuals and communities by helping meet the basic needs of nutrition and educational opportunity.

**Organizational Goals:** The Bonner Program's goals are divided into four sections:  
Students - to afford college students an opportunity to use their energy, talents, and leadership skills to engage in community service while providing developmental and financial support.  
Campus - to challenge and strength a "culture of service" in which the school's teaching, research, and service mission are integrated and every student, faculty, and staff is encouraged to serve.  
Community - to facilitate greater cooperation and communication between the campus and the community by challenging the energies and talents of college students, faculty, and staff to help address the challenges and opportunities of a local community.  
Higher Education - to form a consortium of diverse higher education institutions sharing a common commitment to service and to serve as a successful model to other institutions which are interested in starting service-based scholarship programs.



## DESIRED CANDIDATE QUALIFICATIONS

### All Bonner Fellows

Bonner Fellows will represent some of the most standout students across the Bonner Network, ideally rising juniors and seniors with previous summer internship experience and interested in building their professional network, who demonstrate:

- commitment to the Bonner Program model and its core values (i.e. the Common Commitments);
- passion for social justice, service, and civic engagement;
- excellent organization, written and oral communication, and analytical skills;
- ability to work autonomously and in team settings;
- readiness for a capstone-level project;
- effective time management skills; and
- a motivated, focused, reliable self-starter.

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### Bonner Foundation: Program Management & Outreach Fellow

#### REQUIRED SKILLS

Familiarity with many social media platforms (comfortable using Facebook, Twitter and the Wiki); Ability to work independently; Strong communication skills in writing; Brings a level of creativity and enthusiasm to the job

#### PREFERRED EXPERIENCES

Experience working in an office setting

## ADDITIONAL CONSIDERATIONS FOR THIS POSITION

**AmeriCorps (YES):** This position is eligible for AmeriCorps.

**Funding:** Check with your Bonner Director and Coordinator to determine if you have any Bonner Scholar or Leader funds that could be used to assist your living costs for this summer. We recommend that all applicants aim to secure \$3500 in funding for the summer in order to live comfortably. You may need to raise some or all of these funds on your own.

**Housing:** You will need to relocate to Princeton, NJ. Fellows are expected to secure and manage their own housing for the duration of the term — we are able to provide recommendations for your move to Princeton.

Interested in applying for this position?

- [Read more](#) about the Bonner Fellowship Program online
- [Apply](#) for this position through our Bonner Fellowship Online Application