



## POSITION ANNOUNCEMENT

**Title:** FAO Schwartz Fellowships (2 year commitment)

**Location:** New York, NY

### **ORGANIZATION OVERVIEW:**

Located in the Financial District, Year Up NYC is a one-year intensive education and apprenticeship program for disconnected young adults from New York City's five boroughs. Year Up NYC's mission is to close the Opportunity Divide by providing young adults with the skills, experience and support that will empower them to reach their potential through professional careers and higher education. Our high support/high expectation model offers job and life skills training, stipends, corporate apprenticeships, college credit, a behavior management system, mentoring and social services. The NYC program launched in 2006, currently serves 142 students and has 112 alumni.

Nationally, Year Up serves more than 500 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to add 1-2 sites per year over the next 4 years. Year Up has received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. See [www.yearup.org](http://www.yearup.org) for more information about our program.

### **DESCRIPTION OF FELLOWSHIPS**

The FAO Schwartz Family Foundation has awarded Year Up New York City with two fellowship positions. Please see last page for details on this fellowship program.

#### **Fellowship #1: Corporate Engagement**

The Fellow's direct service work as it applies to Corporate Engagement's interaction with the Apprenticeship Management team would be as follows:

- Conduct site visits to meet with apprentices at their corporate sites to provide advisement and support
- Participate in interactives that foster experiential learning, feedback sessions, and apprenticeship management classes.
- Provide our young adults with meaningful training sessions to prepare them to be successful in our rigorous program and to perform at their best during their apprenticeship assignment

The Fellow's project work as at it applies to Corporate Engagement would be as follows:

- Conduct market sector industry research to identify employment growth sectors for apprenticeship opportunities
- Through research, identify functional departments within partnering companies that have potential for growth to inform our curriculum development and increase apprenticeship opportunities in areas other than technology and finance
- Explore new learning tracks to accommodate market or partner needs
- Conduct in office meetings with potential corporate partners
- Through research and integration, provide support in updating the sales deck
- Coordinate and synthesize the results and relevance of projects done by outside resources and consultants
- Identify cutting edge and relevant technologies that enhance our ability to communicate cost effectively and efficiently with stakeholders

To apply for Fellowship #1:

- Email a resume and cover letter to Crystal Fields-Sam at [cfields@yearup.org](mailto:cfields@yearup.org).

#### **Fellowship #2: Recruitment**

The Fellow's direct service work at it applies to Recruitment is as follows:

- Build upon and manage relationships with local schools, community-based organizations, students and volunteers across the five boroughs of New York City to recruit a robust, diverse pool of applicants for incoming classes, which begin every six months.

- Serve as one of the first points of contacts that individuals will interact with via outreach activities and the Year Up admission process.
- Support the admissions team by interviewing applicants and cultivate/coordinate relationships that will provide additional social services and referrals to other training/employment programs
- Design and produce regular reports to track, document and measure community outreach progress
- Evaluate community outreach results and recommend future initiatives based on program needs
- Supervise outreach staff which consists of interns and YU alumni
- The Fellow will also interact with students as an advisor, group facilitator, and advocate, participating in creating and sustaining a positive educational environment, with trust among students, faculty and work site leaders.

The Fellow's project work as it applies to Recruiting would be as follows:

- Build on and document best practices for cultivating, promoting, training and maintaining volunteer engagements through the mentoring program
- Play a lead role in the overall data management and evaluation of iMentor interactive as well as conduct/support the training requirements to both students and mentors
- Coordinate /track community service activities for both students and mentors to engage in.

To apply for Fellowship #1:

- Email a resume and cover letter to Charmaine Peart-HoSang at [cpeart@yearup.org](mailto:cpeart@yearup.org).

# FAO SCHWARZ FAMILY FOUNDATION TWO-YEAR FELLOWSHIP PROGRAM FOR RECENT COLLEGE GRADUATES

## F·A·O·SCHWARZ

### ***Unique Opportunity to Provide both Direct Service to Children/Youth and Work on Special Projects:***

The FAO Schwarz Family Foundation Fellowship program is a two-year fellowship program for recent college graduates designed to train future leaders in the education and youth development field and to strengthen high-quality youth-serving organizations. The Fellows will work within established youth development and educational organizations providing both direct service to children/youth as well as initiating new projects, research, or programs that may involve public policy, organizational replication or sustainability efforts, or other new initiatives to strengthen the host organization. At the same time, it is the Foundation's hope that the Fellows receive experiences, training, and mentorship that launch them on successful careers as leaders in the youth development and educational field.

### ***Characteristics of the Ideal FAO Schwarz Family Foundation Fellow:***

While each fellowship position has been tailored to meet the specific needs of each host organization, we believe the ideal candidates for all positions will be:

- Future leaders in the education and youth development field
- Dynamic, driven, recent college graduates looking for a challenging, multi-faceted position at a leading non-profit organization in New York City or Philadelphia
- Able to contribute to and benefit from ongoing training and leadership development opportunities facilitated by the Fellowship program
- Interested in simultaneously balancing "on the ground" direct service work with "behind the scenes" capacity-building projects, both of which will have a profound impact on the host organization's work

### ***Training and Informal Mentorship Provided by FAO Schwarz Family Foundation:***

The FAO Schwarz Family Foundation Fellows will benefit from having a mentor from the Foundation and from participating in two training and reflection retreats a year. These training opportunities, which consist of three-day fall and spring sessions, will be a signature effort of the Fellowship and will be designed to ensure that FAO Schwarz Family Foundation Fellows across several leading organizations can share their experiences and expertise and benefit from discussions with leading youth development professionals and experts in organizational development, policy, and education. The training sessions will rotate among the three cities in which the FAO Schwarz Family Foundation Fellows work: Boston, New York City, Philadelphia.

### ***Cohort of Ten FAO Schwarz Family Foundation Fellows in Boston, NYC and Philadelphia:***

The four 2009-11 FAO Schwarz Family Foundation Fellows will be hired by the following host organizations: Groundwork (New York City), Please Touch Museum (Philadelphia), Year Up (New York City – hiring two Fellows). The 2009-2011 Fellows will join the current six 2008-2010 Fellows (from Boston Children's Museum; Jumpstart, Museum of the City of New York, Tenacity, and Wheelock College) to form a ten-person FAO Schwarz Family Foundation Fellows cohort, which will participate in formal training retreats and informal communications throughout the year.

### ***Salary, Start Date, and How to Apply:***

The FAO Schwarz Family Foundation Fellows will receive a salary and bonus of \$56,000 over the two-year fellowship plus full health benefits, consisting of the following: \$27,000 salary for the first year; \$28,000 salary for the second year and a \$1,000 bonus at the end of the two-year Fellowship program. ***Interested graduating college seniors or recent college graduates should email a resume and cover note to the host organization(s), whose contact information is listed below.*** Candidates may apply directly to more than one host organization. While each host organization may have a different target start date, all FAO Schwarz Family Foundation Fellows are expected to begin their service on or before September 8, 2009.

### ***Overview of FAO Schwarz Family Foundation:***

The FAO Schwarz Family Foundation is a modest-sized foundation funded through ongoing royalty payments from the current owners of the FAO Schwarz toy store to a foundation established by descendants of the store's founders and former owners.