



Weitz Fellowship

CARLETON-EXCLUSIVE OPPORTUNITIES FOR EIGHT GRADUATING SENIORS IN THE NONPROFIT SECTOR.

The Weitz Fellows Program will provide one-year jobs for eight Carleton 2021 grads at eight nonprofit organizations in Omaha and Lincoln, NE. Positions are paid, include benefits and funding for professional development, and will provide exposure to all aspects of the organization. This is an unmatched opportunity for anyone interested in beginning a career in arts management, non-profit management, or social change.

WEITZ FELLOWSHIP LOCATIONS:

- Film Streams
- Latino Center of the Midlands
- Nebraska Appleseed Center for Law in the Public Interest
- Nebraska Civic Engagement Table
- Opera Omaha
- The Union for Contemporary Art
- University of Nebraska at Omaha Service Learning Academy
- Women's Fund of Omaha

APPLICATION DETAILS:

A full position description for each opportunity is available on [Handshake](#) (employer is "Carleton College - Weitz Fellow"). Open to all Carleton students from the class of 2021.

Application Deadline: Sunday, February 7, 2021 at 11:59:00 p.m.

Virtual Interviews: Tuesday, March 2, 2021

Required Documents: Resume, Cover Letter, List of 3 References
(Note: some vary slightly - review instructions carefully)

Please note: Applications are limited to no more than two Weitz Fellowships. This is a competitive program and we STRONGLY encourage all students to meet with a career coach to review your resume and discuss how to best tailor your application documents to each specific position. To schedule an appointment, log in to [Handshake](#).

Questions? Reach out to Andrea Kubinski ([akubinski](#)) or Chad Ellsworth ([cellsworth](#)).

ARTS & MUSIC

- [Film Streams](#) (Current Fellow: [Kenneth Laster '20](#), Major: Cinema and Media Studies, Minor: Woman's and Gender Studies) - [position description](#)

Nonprofit arts organization dedicated to enhancing the cultural environment of the Omaha-Council Bluffs area through the presentation and discussion of film as an art form. Organization oversees two wonderful and distinct cinemas: the Ruth Sokolof Theater, and the historic Dundee Theater.

Responsibilities include Administrative Support, Programming, Concessions and Front of House

Administrative Support

- Source, collect, and organize digital assets (stills, gifs, video, press materials, etc.) for all programmed films, including New Releases (via distributor sites), Repertory Selections, Collaborative Screenings, Special Events, and Education (Daytime Education Program and Courses)
- Draft copy for film and series descriptions suitable for various platforms and channels, including the Film Streams website, enewsletter, print newsletter, and flyers
- Draft program-related social media posts suitable for Facebook, Twitter, and Instagram feeds
- Research, draft, and create Film Notes for all films
- Add Films and Runs to the Film Streams website as they're booked and dated, and update as needed with additional information
- Add Series to the Film Streams website as they're booked and dated, and update as needed with additional information
- Build out content and design of Film Streams' weekly email campaign
- Build out content and design of Film Streams' targeted email campaigns for select New Releases, Repertory Series, Collaborative Screenings, and Special Events Maintain and delegate a regular (daily, weekly, monthly, etc.) routine of tasks and projects
- Support day-of set-up and breakdown of events.
- Welcome, check in, and orient visiting small and large school groups (up to 200 students at one time).
- Coordinate logistics and administrative details of reservations and registration for all education initiatives through online processing, phone, email, and in person.

Programming

- Program one repertory series during tenure as Weitz Fellow.
- Program one education seminar or series during tenure as Weitz Fellow (optional)
- Consult on year-round programming

Top 2-3 qualities:

- Independence (smaller staff with own areas and priorities),
- Willingness to collaborate and contribute ideas,
- Flexibility/shifting tasks (even physical spaces) quickly from finance to concessions to strategy

- [Opera Omaha](#) (Current Fellow: [Erica Helgerud '20](#), Major: English, Minor: German) - [position description](#)

Opera Omaha is internationally known for its productions of eight world premieres and four American premieres of classical masterpieces, and is highly regarded regionally for an extensive education and outreach program that annually reaches thousands from elementary school through adulthood. Fellow will work with all areas of arts management, with rotations in marketing, fundraising, production, and community engagement. Fellow will also gain exposure to rehearsal and mounting of a new opera production.

Opera Omaha seeks applications from 2020 graduates of Carleton College for a one-year visiting Fellowship program beginning in the summer of 2020. The program is designed to offer recent graduates the opportunity to explore a career path in arts management. The Fellowship will consist of projects and ongoing work in four key areas of Opera Omaha's administration: marketing, fundraising, production, and community engagement/audience development. The Fellow can expect a hands-on, practical learning experience in each of these areas including contributing to the rehearsal process and mounting of an opera production. In addition to these areas of focus, the Fellow and Opera Omaha will jointly determine one or more long-term cross-departmental projects which will be the Fellow's responsibility to manage and bring to a successful conclusion(s).

Top 2-3 qualities:

- o Great personality (not extraverted per se, but people-oriented)--sit front and center in office,
 - o Flexible, go with the punches, title doesn't matter, everybody does whatever needs to be done
- [The Union for Contemporary Art](#) (*New site*) - [position description](#)

The Union for Contemporary Art strengthens the cultural and social landscape of our community by using the arts as a vehicle to inspire positive social change. The organization was founded on the belief that the arts can be a vehicle for social justice and greater civic engagement; we strive to utilize the arts as a bridge to connect our diverse community in innovative and meaningful ways. Fellow will be immersed in all aspects of our organization including development, operations, programming, grantmaking, and community outreach and partnerships. Fellow will also work on an impactful individual project while with us.

The Union seeks applicants interested in working at the intersection of art and social justice. Spending one year with us at the Union, the Weitz Fellow will be immersed in all aspects of our organization including development, operations, programming, grantmaking, and community outreach and partnerships. The Fellowship is designed to be hands-on with opportunities to work across departments and within the community. The Fellow will work with Union staff to develop and implement an impactful independent project to further their experience with us and dive deeper into a specific area of interest.

What to expect

- o Beginning in summer 2021, a 12-month rotation schedule spending one to two months at a time immersed in various facets of a nonprofit contemporary art center including: *fundraising, communications, performing arts, public art partnerships, community workshops, urban gardening, exhibition, artist residency, and youth engagement*
- o Propose, develop, and implement an independent project focused on organizational impact in the Fellow's area of interest with mentorship from Union staff
- o Attend neighborhood meetings and community events to share information, stay abreast of happenings, and build relationships
- o Other duties as assigned

Top 2-3 qualities:

- o Commitment to social justice/change, have an understanding of community the Union serves (North Omaha, black community) and making space for diverse voices,
- o Adaptability, experimentation, flexibility (for example, in response to COVID-19, the Union "abandoned traditional programming" to serve the community).
- o Demonstrate initiative

COMMUNITY DEVELOPMENT & EDUCATION

- [Latino Center of the Midlands](#) (*New site*) - [position description](#)

Latino Center of the Midlands hopes to enhance the lives of the Heartland Latino Community by supporting the education and development of our youth and adults; promoting comprehensive engagement of our families in all facets of their lives; and by fostering leadership through a variety of services and activities.

The LCM is seeking a self starting, action oriented Carleton College student to further the organization's mission to positively impact the lives of Latino individuals and families in the Omaha Metro area. The Weitz Fellow will assist in the agency's administrative functions, fund development, and provide program support to not only help make an impact, but gain experience in several key areas. The Weitz Fellow will have opportunities to lean into specific functions of the organization based on interest area. The goal will be to contribute to current needs of the LCM while gaining valuable choice and well rounded experience. The LCM will work with the Weitz Fellow to engage in a mutually beneficial experience.

Duties will include fund development, program support, executive support, administrative support, and IT.

Fund Development

- Set up donor/partner CRM.
- Assist with giving campaigns and events.

Program Support

- Over the course of the fellowship, the Weitz Fellow will be assigned to one or more programs or sub programs to assist with current needs.
- Data management and reporting.

Executive Support

- Conduct research.
- Take meeting minutes.
- Produce presentations.
- Create Tableau, GIS maps, or other digital assets.
- Building out an agency wide Trello system.

Administration Support

Finances

- Keeps tracking of in-kind donations and volunteer hours.
- Tracks inventory of assets.

Human Resources Record Management

- Adds new employees and personal information to TSheets time management system.
- Posts new positions on Indeed.
- Schedules and coordinates EAP training.

Administration

- Answers and routes incoming phone calls.
- Manages the front desk as needed.
- Coordinates the purchase of administrative supplies.
- Maintains and monitors administrative files which include: files on vendors, contracts, agreements.
- Receives mail and packages and ensures appropriate distribution.
- Manages printer copier and set up of new employees. Printer usage report.

- Coordinates activities and events for the staff (birthdays, anniversaries, staff breakfast, staff socials, Thanksgiving, Christmas, etc.).

IT

- Provides general Google Suites support to staff. Coordinate with vendors when needed.
- Coordinates with vendors to keep office equipment fully operational (computers, copiers, telephones, etc.)

Top 2-3 qualities:

- Self-starter (entrepreneurship, independent attitude, able to receive instruction and get going),
- Eagerness to learn and taking initiative,
- Readiness to make mistakes, ask questions, learn, but eagerness to try

- [University of Nebraska, Omaha Service Learning Academy](#) (Current Fellow: [Madeline Hagar '20](#), Major: *Environmental Studies*, Minor: *Public Policy*) - [position description](#)

The Service Learning Academy is an office within University that supports university faculty and students, P-12 teachers and students, and community partners in the development and implementation of quality service learning courses and projects. Work will involve collaborating with partners and projects, assisting with program administration and management, as well as analyzing data on impact.

The selected candidate will work closely with all members of the Academy staff and all program areas. This may include:

- Assisting the director in program administration and management.
- Working with the Community Liaison on the development of existing and new service learning partnerships and on faculty development/community partner and training workshops.
- Provide program support to the Stephenson-Harrington Internship program including site placements and co-teaching the Leadership and Professional Development Seminar.
- Working closely with the P-16 Initiative Coordinator and P-16 Initiative program staff in developing and managing service learning projects that include UNO faculty and students and P-12 teachers and students from Omaha school districts in shared service learning courses.
- Leading campus and community-wide initiatives such as the Service Learning Showcase and CultureFest with Service Learning Academy team members.
- Working on evaluation and assessment in our on-going efforts to define, measure, analyze, and report the impact of service learning. Student's academic, civic, and personal growth are examined from both university and P-12 service learners.
- Provide supervision and support to work study student.

The successful candidate will be comfortable working in highly diverse communities, have excellent communication skills, and a strong interest in program development and administration and the civic engagement mission of higher education institutions.

Top 2-3 qualities:

- Activation/Initiation (being a part of the team),
- Willing to grow/learn,
- Engaged in community,
- Cares about community work & growth of people

LAW & POLICY

- [Nebraska Appleseed Center for Law in the Public Interest](#) (Current Fellow: [Mika Takamori '20](#), Major: Studio Art, Minor: History) – position description

Nebraska Appleseed is an advocacy organization working for justice and opportunity in Nebraska via legal, policy, and civic engagement work. They focus on economic justice, healthcare access, child welfare, immigrants and communities. Fellows will participate in creating active legislation alongside a staff of attorneys, policy specialists, and community organizers.

The Community Organizer builds, maintains, and coordinates authentic grassroots relationships. The Community Organizer helps ensure programmatic work is community-led and builds power in local communities. The Community Organizer has the ability to solicit information, listen at all levels, and synthesize multiple channels to include face to face interactions and digital connections. This position is critical to providing leadership development training and contributes to the creation of a program organizing strategy. The Community Organizer is instrumental in community-driven advocacy and engagement efforts. The Community Organizer participates in formal and informal coalitions or collaborations which may include nonprofit, civic, and grassroots organizations. The position can report to a (Program Director or Organizing Manager) depending upon the program.

Position Responsibilities

- Ensure work is aligned with the goals of the Economic Justice and Health Care Access Programs and Organizing team, and the strategic objectives of the organization
- Contribute to and implement strategic outreach plans, in partnership with the Economic Justice and Health Care Access Program teams and Organizing Director
- Work with diverse community members and partners to establish and maintain authentic relationships, and identify opportunities and issues raised within the community
- Collaborate with community members, partners, and the Economic Justice and Health Care Access Program Team to develop targeted solutions to community issues including the development of policy, legal solutions, and organizing
- Mobilize a base of grassroots support on the advocacy of important community issues
- Oversee volunteer engagement to coordinate and connect interested community members to ongoing work, and facilitate and sustain relationships with Nebraska Appleseed's volunteer base.
- Identify and meet with key individuals and/or grassroots teams to promote positive change and build leadership capacity
- Maintain applicable records in agency database adhering Nebraska Appleseed privacy safeguards
- Share key information gathered from the community with internal stakeholders

What you Bring to the Position

- Experience working with people from diverse backgrounds, personalities, and perspectives (immigrant, multicultural, rural/urban)
- A strong relationship builder who has the ability to authentically connect with people with diverse personalities and skill levels
- An active listener who is able to build consensus with diverse groups, and maintain integrity with Nebraska Appleseed standards and values
- Strong interpersonal skills (to include effective listening, and the ability to contextualize messages of community members)

- o Strong verbal, written, nonverbal, and visual communication skills including facilitation & presentation skills
- o A self-starter with initiative who can manage multiple projects, next steps, and deadlines
- o A strategic thinker who always keeps the big picture in mind
- o A team player who is curious, creative, energetic, flexible, collaborative, and proactive
- o The ability to work evenings, weekends, and travel in and out of the state of Nebraska

Top 2-3 qualities:

- o Ability/willingness to connect with people, especially strangers as a community organizer;
- o Culture--have to articulate passion for being in that specific role/agency;
- o Language abilities are a plus

- [Nebraska Civic Engagement Table](#) (*New site*) - [position description](#)

The Nebraska Civic Engagement Table works with nonprofits to increase voting and build an engaged Nebraska. The Nebraska Civic Engagement Table (“Table”) seeks a full-time Grassroots Advocacy Coordinator, as part of a one-year visiting fellowship program. The fellowship is designed to offer a recent graduate hands-on experience working in coalition with nonprofit organizations engaging in grassroots advocacy. The primary responsibility of the fellow is to coordinate with members of the Nebraska Civic Engagement Table to identify readiness for grassroots advocacy efforts, identify and coordinate training needs, and assist with overall strategy and deliverables. This position will also provide support to Table member organizations in the areas of: legislative bill tracking, ballot initiative efforts, unified public policy messaging, and digital advocacy.

Primary Duties & Responsibilities:

- o Learn Communications and Data tools like Action Network, ThruText, and the Voter Activation Network (VAN) with a goal of using them to support nonprofit digital advocacy campaigns and provide supplemental training support
- o Work with Table Members who are positioned to step into grassroots advocacy for the first time, providing end-to-end coaching, establishing training schedules with Field and Communications teams, and referring members to partners for direct lobbying training and resources as needed
- o Work with Field and Communications teams to coordinate collaborative grassroots advocacy efforts between multiple organizations. Efforts will focus on Nebraska Legislative strategy and advocacy work, as well as prospective 2022 ballot initiatives
- o During the 2022 Legislative session, attend and take minutes of weekly Legislative Update calls; assist Communications Director in tracking legislation and communicating updates to key stakeholders
- o Act as central project manager, tracking timelines and deliverables, and managing communication between stakeholders, both internally and with our members
- o Work with Communications and Field Directors to help members determine strategy, messaging, and timing for grassroots advocacy efforts (e.g. phone banking, email advocacy, digital advertising)
- o Work with Communications and Data teams to create research summaries linking racial inequity, poverty, and lack of representation to long term/policy outcomes; create content (written narratives, social media shareables) that support member nonprofits’ advocacy efforts
- o Ensure Table members understand and are working within 501c3 and/or 501(h) guidelines for lobbying activities

Location: Omaha or Lincoln

Desired Qualifications:

- o Commitment to anti-racism, racial equity, and inclusion; commitment to building power to transform the lives of everyday people, especially those who experience oppression

- o Ability to synthesize complex information into different formats for various audiences and platforms; strong writing skills
- o Strong desire to work collaboratively and manage multiple deadlines, as well as strong time management skills
- o Interest in coaching others or coordinating with others to provide training as needed
- o Interest in learning coalition building skills
- o Willingness to contribute to and consider innovative ideas
- o Demonstrated history of personal and professional growth; openness and adaptability to change
- o Familiarity with social justice organizations and grassroots advocacy movements a plus

Top 2-3 qualities:

- o Team culture fit (able to build relationships, attention to detail, strong, unique, open, transparency, sense of humor, shared decision making),
- o Self-determination (being highly organized, innovation/idea),
- o Passion for the work (increasing representation, serving underserved communities)

WOMEN'S RIGHTS

- [Women's Fund of Omaha](#) (Current Fellow: [Alexa Curtis '20](#), Major: Psychology, Minor: History) - [position description](#)

Women's Fund of Omaha focuses on research, grants, and advocacy around issues facing women and girls in their communities. They provide grant funding to service providers, advocate for policy change, and influence dynamic change within the community. Fellow will assist with research, policy development, communications, and donor and volunteer relations. Research areas include: economic conditions, domestic violence, and challenges facing girls.

The position is designed to offer recent graduates the space to explore a career path in nonprofit administration with a respected organization in the Omaha community. The fellow will work closely with staff, board and committee members on projects related to our mission to identify issues, fund solutions and lead change to improve the lives of women and girls in the Omaha community.

This position will provide the opportunity to participate in all phases of research, grants and advocacy efforts including:

- o Survey and research development
- o Grant administration
- o Community education and awareness
- o Public policy
- o Communications and marketing
- o Donor growth and development
- o Volunteer and event management

The successful candidate will be highly motivated, flexible, comfortable with diverse audiences, and have excellent interpersonal skills, strong communication skills, and a demonstrated interest in improving the lives of women and girls.

Top 2-3 qualities:

- o Tolerating ambiguity--take on newer projects with more uncertainty--change all the time, especially quarterly shifts in projects,
- o Research writing,
- o Adaptability,
- o Great researchers (grants and advocacy),
- o Bring the capacity to add real value to the agency