

City Innovate

- City Innovation Fellow: Product and UX

City of San Jose; Parks, Recreation and Neighborhood Services Department

- Mayor's Gang Prevention Task Force Fellow

Community Connect Labs

- Policy Research & Business Development Support Associate

HandsOn Bay Area

- Volunteer Experience Coordinator, Youth Programs

Laura Arrillaga-Andreessen Foundation

- Program Analyst

LifeMoves

- Educational Initiatives Impact Fellow

Partnership for Public Service

- Associate

The Primary School

- Health Fellow

SIRUM

- Strategic Partnerships and Special Projects Fellow

Ravenswood Family Health Center

- Clinical Operations Fellow

Team4Tech

- Program Associate
- Growth Associate

[City Innovate](#)

Civic Innovation Fellow: Product and UX

- Fields of Interest: Civic and Social entrepreneurship
- Type of Work: Program Management (includes communications, marketing, outreach, project management)
- Preferred Start Date: Flexible
- Required Start Date: Flexible
- General Responsibilities: Engage with cities to understand their needs relative to technology procurement. Assist with the strategy and design of innovative technology products
- Specific Duties:
 - Help us conduct product research and usability testing
 - Help with setting up and managing user success metrics
 - Assist with the design of products to utilize machine learning and AI
 - Lead the development and execution of a strategy to acquire and share data with cities to make procurement more responsive, inclusive and effective
 - Evaluate the development of national data standards to streamline data sharing around procurement
- Qualifications:
 - Interested in making cities better
 - Interest in / understanding of user-centered design process
 - Understanding of product management
 - Understanding of technology
 - Understanding of data
- Compensation: \$60,000
 - Offer 100% healthcare

[City of San Jose; Parks and Recreation Department](#)

Mayor's Gang Prevention Task Force Fellow

- Fields of Interest: Gang Prevention and Intervention, Youth Violence Prevention, Parks and Recreation, Operations and Management, Policy, Government Effectiveness and Innovation
- Type of Work: Program Support and Development; Research; Public Policy
- Preferred Start Date: After July 1st, 2022
- Required Start Date: After July 1st, 2022

- **General Responsibilities:** The San José Parks, Recreation and Neighborhood Services Department is looking for an innovative graduating senior/coterm student to support its data analysis, policy research, and operations and management of its neighborhood services programs. Working with the Strategic Partnerships Unit Program Manager and the Mayor's Gang Prevention Task Force, the fellow will take an interdisciplinary approach on a research project that will require him or her to think strategically about how the Department can improve services in cultivating healthy communities and creating dynamic public spaces. The research project will be chosen based on a fellow's interests and abilities, and may include: studying the use of location-based analysis and mapping to improve the delivery of services to communities at risk of violence, to assist in the evaluation of programs provided by City staff and contracted Community Based Organizations, and to support the Department in improving the direct impact of its programs and services. This placement has a high emphasis on social equity and determining how resources are deployed to address most effectively the issues influencing youth and gang violence in San José. The fellow's primary job will be to find those great ideas—through research, discussions, and pilot programs—to make recommendations for the Department to implement. Through site visits, the fellow will receive exposure to the many programs and services that contribute to San José's parks and recreation system. And, through networking opportunities with Stanford alumni and leaders across the city organization, the fellow will learn about a spectrum of local government services and operations, and how other alumni have forged careers in public service. The fellow will also be paired with a member of the Department's Executive Team for mentoring and guidance throughout the fellowship, which may include sitting in on high-level policy meetings or participating in the Council and commission process.
- **Specific Duties:**
 - Support the Strategic Partnerships Program Manager in the research and development of a location-based analysis of community needs and resource allocation
 - Organize and analyze productivity, performance, and risk factor data to develop insights that lead to improved efficiency and better outcomes
 - Provide technical assistance and training to staff and community members in the use of data analysis
 - Research existing federal, state, and local programs, identifying best practices and innovative approaches
 - Conduct outreach to external partners, such as school districts, universities, and national associations
 - Conduct phone interviews and site visits
 - Create management dashboards and author summary reports and memos
 - Participate in Division and leadership meetings
- **Qualifications:**
 - Excellent analytical abilities as well as strong writing and communication skills
 - Ability to take initiative and work independently, while also being a strong team player
 - Passionate about public service and healthy communities

- Ability to adapt in a fast-paced environment
- Creative, resourceful, and innovative
- A background and/or interest in and ability to learn technology and quantitative analysis and techniques is appreciated
- Compensation: Commensurate with experience
 - An additional stipend will be provided for insurance, or insurance will be provided.

City of San Jose; Public Library

Digital Equity Impact Fellow

- Fields of Interest: Equity, Responsive Government, Program Evaluation, Digital Equity, Public Policy
- Type of Work: Program evaluation and community research
- Preferred Start Date: Open to discussion
- Required Start Date: Open to discussion
- General Responsibilities: Report to the Digital Equity Division Manager, collaborate closely with Data and Equity and Inclusion Services units
 - Lead project with goal of assessing East Side resident access to technology, digital literacy capacities and needs, connectivity needs, and internet use priorities and barriers
 - Data entry, collection and organizing through various platforms. Assist with data validation and analysis
 - Identify the barriers faced by unconnected and under-connected East Side households and map support services to bridge the Digital Divide
 - Develop a Digital Equity Resource Guide for resident referral, including guidelines for bandwidth and devices, local digital literacy classes and tech support
 - Attend team and stakeholder meetings. Convene meetings with community partners and local leaders.
- Specific Duties:
 - The City of San Jose seeks a Community Impact Fellow that will produce a report on the use of community wifi that includes the following information:
 - Complete a comparative analysis of qualitative and demographic data in attendance areas and existing use
 - Understand comparable community areas in need of broadband access that share similar demographics
 - Run randomized tests to assess signal strength, consistency and reliability in coverage area
 - Solicit qualitative focus groups to determine user experience
 - Identify barriers to network access and engagement

- Research whether there is a causal relationship between wi-fi access and economic resiliency/growth
 - Produce recommendations for necessary modifications to maximize use of outdoor networks by households in highest need of internet access.
- Leveraging the Community Conversations and focus group feedback the Community Impact Fellow will produce an executive briefing with the following recommendations related to customer support and programming:
 - For the creation of a referral system for supporting and effectively pairing residents with services and resources for use by program staff
 - On digital literacy curricula relevant to public demand that should be developed by program staff
- Leveraging the knowledge gained through the research and analysis of community wifi, the Community Impact Fellow will produce a Digital Equity Resource Guide that includes:
 - Easy to understand information on technology terms such as “bandwidth”, “network”, “router”, various types of devices and other relevant terms.
 - Guidelines for internet speeds and general basics of managing internet services at home
 - Other helpful relevant information revealed through community conversations.
- Qualifications:
 - Experience in developing and facilitating community conversations, focus groups, and qualitative research
 - Experience producing recommendations and reports, presentations, and briefings
 - Experience analyzing data, and associating qualitative and quantitative data
 - Cultural knowledge of racial/ethnic groups in East Side San Jose and fluent language ability in Spanish and Vietnamese, strongly preferred
 - Displays a strong understanding of how to practically apply descriptive and inferential statistical analyses to real world situations
 - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations
 - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing: demonstrates effective use of listening skills; displays openness to other people’s ideas and thoughts
 - Develops effective relationships with staff, co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills
 - Approaching a problem or situation by using a logical, systematic, sequential approach
 - Ensures support for projects and implements agency goals and strategic objectives
 - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; confronts trade-offs of alternative solutions, uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Compensation: Commensurate with experience.

- An additional stipend will be provided for insurance.

CommunityConnect Labs

Policy Research & Business Development Support Associate

- Fields of Interest: Social entrepreneurship, technology, software, anti-poverty, civic engagement
- Type of Work: Policy Research and Business Development Support
- Preferred Start Date: Flexible, preferable in early January 2022
- Required Start Date: Flexible, preferable in early January 2022
- General Responsibilities:
 - We are seeking a Policy Research & Business Development Support Associate who will support CCL's leadership team in their outreach efforts with local, state, and federal government agencies and help us maximize our social impact.
- Specific Duties:
 - Policy Research
 - Work in partnership with implementation team to provide support and reporting to clients or funders
 - Take notes join demo meetings or calls, and participate in other marketing communications activities
 - Work across departments to ensure the success of new initiatives
 - Draft, revise, and/or send follow up correspondence to potential clients/partners/funders
 - Business Development Support
 - Research potential areas for CCL to expand its work
 - Research update, and optimize lists of potential clients
 - Contact potential clients through outbound sales outreach
 - Set up meetings or calls between prospective clients and Business Development team
 - Stay up-to-date with new products and services in the market
 - Assist with other Business Development activities - we're a small team, so we often chip in on organization-wide tasks
- Qualifications:
 - Strong attention to detail
 - Ability to work independently and against deadlines
 - Creativity in problem-solving, and a friendly but assertive disposition
 - Graduated or currently enrolled in a degree program in Human Biology, Community Health, Psychology, or Public Policy or equivalent
 - Previous research experience
 - Strong oral and written communication skills
- Compensation: \$40,000

- All employees are eligible for full reimbursement of individual premiums for a CA Covered Silver Level HMO Plan, or equivalent plan based on availability where you live.

[HandsOn Bay Area](#)

Volunteer Experience Coordinator, Youth Programs

- Fields of Interest: Volunteer mobilization
- Type of Work: Mobilizing youth volunteers
- Preferred Start Date: August 1st, 2022
- Required Start Date: August 1st, 2022
- General Responsibilities:
 - Reporting to the Director of Volunteer Experience, the Volunteer Experience Coordinator, Youth Programs will support the execution of HandsOn Bay Area's youth-friendly offerings
 - Oversee volunteer recruitment strategies, intake procedures, and evaluation tools for HandsOn Bay Area's premier service learning program for teens, HandsOn Tomorrow
 - Collaborate with Director to hire and train seasonal staff needed to execute the program every summer
 - As part of the Volunteer Experience Team, this position will help oversee the organization's commitment to youth and family friendly service projects for our programs including the HandsOn Bay Area Community Calendar, nationally recognized days of service (MLK Day, National Volunteer Week, etc.), Youth Volunteer Council, and Hands at Work projects involving youth or agencies focused on youth.
- Specific Duties:
 - Programming / Recruitment / Marketing Support Responsible for recruiting participants for each of the 6+ cohorts of HandsOn Tomorrow. (Ideally each cohort would have a 90% + fill rate).
 - Working with the Volunteer Experience Team - create, retain and promote Calendar projects that are open to Youth volunteers throughout the year.
 - Maintain existing & develop new relationships with local schools and education-based organizations.
 - Attend and represent HandsOn Bay Area at volunteer/service fairs.
 - Conduct field research and report on eligible new markets to the Community Relations team and HandsOn Bay Area Directors.
 - In collaboration with the Marketing Manager, contribute to the development of program marketing content for social media, advertising, collateral, etc.
 - In collaboration with the development team, research and pursue potential funding opportunities for sponsorships and in-kind donations.
 - Program Execution and Evaluation Evaluate and iterate HandsOn Tomorrow curriculum based on participant and staff feedback.
 - Assist in the hiring of seasonal employees to help run HandsOn Tomorrow.

- Supervise and lead a team of seasonal employees.
- Develop and lead HandsOn Tomorrow staff training.
- Administer volunteer evaluation surveys.
- Act as staff liaison for Youth Volunteer Council.
- Provide onsite projects support for at least one HandsOn Tomorrow cohort per year.
Customer Support - Youth Volunteers and Parents/Guardians Act as primary customer service representative for all youth and family friendly offerings.
- Administer distribution of welcome packets to accepted HandsOn Tomorrow and Youth Volunteer Council participants.
- Work with finance team to track invoices and payment schedules for youth program fees.
- Support logistics team to manage vendors and delivery schedules for lunch plans.
- Provide knowledge and expertise to all HandsOn Bay Area staff establishing best practices around volunteer projects involving youth.
- Responsibilities of the Volunteer Experience Team: Be the experts on high quality volunteer experiences for our volunteer projects.
- Establish best practices and develop/revise resources for our various categories and types of volunteer projects that we offer.
- Develop and lead trainings for HandsOn Bay Area Staff who act as project leaders on our volunteer projects, ensuring that each staff member has the appropriate training to meet the needs of our variolus volunteer projects.
- Ensure staff is well-equipped to educate volunteers on the work of our partners and the cultural sensitivities required to work in such a space.
- Provide expertise and guidance to fellow staff members as they are developing and planning their volunteer projects and and answer questions they may have.
- Support the fundraising efforts of the organization. Act as leaders on HandsOn Bay Area corporate service projects as necessary.
- Occasionally work in our warehouse to organize and package tools for volunteer projects and assist with supply delivery/retrieval.
- Qualifications:
 - Ability and interest in working with youth (especially teenaged youth) a must.
 - Exceptional oral and written communication skills with very strong customer service skills.
 - Experience in creative program development and process improvements, a plus.
 - Experience in providing positive supervision/mentoring for volunteers at project sites.
 - Valid California driver's license for travel throughout the Bay Area.
 - Must be willing to learn principles of database administration.
 - Ability to lift up to 30 pounds.
- Preferred Qualifications
 - Experience with Salesforce

- Experience with project management systems, and volunteer management technology systems, a plus
- Compensation: \$40,000
 - 100% health insurance coverage (including dental and vision) for all HandsOn employees and 50% coverage for all employee's immediate family members (including non-married significant other).

Laura Arrillaga-Andreessen Foundation

Program Analyst

- Fields of Interest: Philanthropy; Women in leadership
- Type of Work: Communications and Marketing; Research and Content Development; Media production (podcasts, educational videos)
- Preferred Start Date: Fall 2022
- Required Start Date: Fall 2022
- General Responsibilities: Assisting with the planning, production and execution of media content including but not limited to website updates, podcasts and educational videos; Preparing brief summaries of statistics/research findings; Writing and editing new and existing educational materials and handbooks; Other related administrative tasks, as required
- Specific Duties:
 - Execution of media content
 - Communication with guests
 - Setting up production schedule for release (scheduling, recording, editing, post-production, publication)
 - Due diligence on topics
 - Preparation of notes for speakers
 - Assisting with production of narratives of LAA alumni who are working adjacent or within social impact spaces (interviewing, writing stories, production and publication);
- Qualifications:
 - A bachelor's degree with a track record of academic excellence
 - Demonstrated passion for and commitment to philanthropy, service, social impact and/or women's leadership, including previous internship and/or full-time work experience
 - A clear passion for educating and empowering students and lifelong learners through digital channels
 - Excellent written communications and presentation skills
 - Superb attention to detail
 - A growth mindset, with the capacity to be highly adaptive, ready to help and collaborate wherever needed and quickly learn new skills to effectively reach organizational and programmatic objectives

- High emotional intelligence, empathy, conscientiousness and professionalism
- A self-starter with the highest level of self-imposed accountability and integrity
- Stellar work ethic with exceptional time management skills
- Superb ability to manage up and communicate progress on deliverables
- The ability to consistently operate with humility, grace, optimism, joy and generosity.
- Compensation: \$59,000
 - LAAF offers health, dental and vision insurance coverage for staff. Other eligible dependents may be covered under the plan at the employee's expense at the group rate. Terms of health insurance coverage will be governed by the applicable benefit plan documents. LAAF reserves the right to modify or replace the benefit plans it offers consistent with applicable law and plan documents.

[LifeMoves](#)

Educational Initiatives Impact Fellow

- Fields of Interest: Homelessness and Housing, Education
- Type of Work: Program coordination, Program Development & Facilitation, Data collection and organization
- Preferred Start Date: July 9th, 2022 (but we are flexible if want to start earlier)
- Required Start Date: July 9th, 2022 (but we are flexible if want to start earlier)
- General Responsibilities: Coordinates virtual tutoring program, supports educational program development, creates and manages tracking systems to collect and utilize data for reporting, supports team with program evaluation, provides administrative support.
- Specific Duties:
 - Coordinate Virtual Tutoring Program:
 - Coordinates and facilitates the Ed. Department virtual tutoring program. (Learn & Earn)
 - Attends each tutoring session to manage the virtual platform and mitigate challenges by providing tutoring tips and calling LM staff when students have technical issues
 - Trains new volunteers and manages tutor expectations
 - Sends out e-mails, surveys and sign-up sheet to tutors and CSCs and students
 - Works as a contact point for high school tutors, children, parents, and CSCs to increase the tutoring participation rates of LifeMoves children
 - Tracks student participation rates, tutor feedback surveys, and student prizes
 - Creates biweekly report for the Director of Education
 - Tutors children when needed
 - Creates resources of extra activities for the tutors to use when needed
 - Program Tracking and Administration:
 - Manages calendaring and scheduling for all sites/programs
 - Tracks, inputs, and stores data into databases/spreadsheets

- Organizes resources and maintains relationships with collaborative partners & volunteers
 - Assists with program needs (creates documents/on-line tools/resources)
 - Manages Education Department in-box
 - Manages inventory and orders supplies needed for educational programs
- Educational Program Facilitation & Development
 - Assists Director of Education in facilitation of life skills and educational curriculum for LifeMoves clients.
 - Monitors delivery of program curriculum, engagement of clients, and success of overall experience for volunteers and participants through surveys, client focus groups, and verbal feedback. Meet with staff members at all shelters to address the agency-wide and site-specific needs.
- Qualifications:
 - BA/BS degree
 - Requires some evening hours within the 40 hour/week schedule to meet various demands and/or needs of individual sites and workshop partners
 - Comfortable with oral presentations, statistical trends and curriculum development.
- Preferred Qualification: Spanish-speaking skills are a plus, but not required. Access to car preferred, but not required
- Compensation: \$40,000
 - Kaiser & Health Net

[Partnership for Public Service](#)

Associate

- Fields of Interest: Social entrepreneurship, technology, software, anti-poverty, civic engagement
- Type of Work: Working with federal agencies, Congress and the administration; Development of innovative solutions to improve the federal workforce and strengthen government operations; Advocacy for legislative change; Offering agencies data-driven solutions to pressing challenges; Offering leadership development programs that enable federal employees to improve and transform government from within.
- Preferred Start Date: July 11th, 2022
- Required Start Date: July 11th, 2022
- General Responsibilities:
 - As an associate with the Programs team, you will play a critical role supporting the Partnership's work to develop strong leaders, engage federal employees, strengthen government management systems and improve government-wide workforce-related challenges such as recruiting and hiring talent. The associate will work with individual managers and the Programs team on a range of activities, which may include:
 - Direct program support and delivery
 - Program operations

- Customer service
- Program enrollment
- Event logistics
- Program evaluation
- Guest speaker invitations and stakeholder meeting coordination
- Direct communication with external stakeholders
- Specific Duties:
 - Work with internal and external stakeholders to deliver customized programs
 - Ensure seamless delivery while providing exceptional customer service to government participants
 - Serve as a positive, energetic, knowledgeable representative of the Partnership and our programs when communicating with federal employees, interacting with external audiences and while providing support to external facilitators during sessions
 - Serve as the lead staff member overseeing one or more components of programs including event logistics, enrollment and other major program components
 - Build and maintain productive working relationships with external stakeholders, including corporate partners, part-time facilitators and agency leaders
 - Exercise discretion and independent judgment in responding to customer needs and in overseeing specific program components
 - Provide administrative support for external communications and/or information management within our customer relationship database (Salesforce)
 - Manage logistics and provide general support to federal agencies through various Partnership programs and custom offerings, including occasional on-site support during sessions
 - Support the management of the budget and invoicing process
 - Assist the Programs team – and the Partnership more generally – on all aspects of our work; candidate may also work on projects outside of the Programs team
- Qualifications:
 - Relationship management with government leaders, external facilitators, corporate partners and program support staff
 - Project management skills
 - Analytical thinking
 - Communication skills, both written and oral
 - Proficiency using Microsoft Office suite of software, particularly Word, Excel and PowerPoint
 - Collaborative team-player able to thrive in a fast-paced, rapidly changing environment
 - Ability to organize multiple and varied assignments
 - Excellent attention to detail, quality and value
 - Demonstrated passion for, and commitment to, public service, and an interest in the mission of the Partnership
- Preferred Qualifications

- Experience with Salesforce or other client relationship management system a plus
- Compensation: \$48,000
 - The Partnership offers a compensation package that includes a competitive salary, medical, dental and vision coverage, life insurance, long term and short term disability insurance, a 401(k) plan with a 4 percent employer match, opportunities for training and development, 15 days of vacation leave per year, 10 days of sick leave per year, plus all federal holidays and the day after Thanksgiving off.

The Primary School

Health Fellow

- Fields of Interest: Education and Health
- Type of Work: Program Support
- Preferred Start Date: July 2022
- Required Start Date: July 2022
- General Responsibilities: The Health Fellow will fulfill a broad range of program, administrative, operational, and learning functions to support the design and implementation of integrated health care and healthy behaviors into The Primary School (TPS) model. The Health Associate will directly support the Medical Director, Director of Health Program, health team, integrated supports team, and school leaders in its effort to build a novel health-education integrated model. This includes work with the TPS education team, TPS parent coaching team, and local health care providers to reimagine how well child care, developmental services, and social supports are delivered. The Health Fellow will play a key role in ensuring the health team's programs runs smoothly and efficiently at the school and within the parent support programs.
- Specific Duties:
 - Program Design and Implementation
 - Support research and design of evidence-based elements of the new school/health model
 - Support the implementation of care pathways for children with chronic conditions (asthma, developmental delays, oral health screening) in the school or parent programing with strong coordination/communication with surrounding health partners.
 - Help to build and design a child and parent curriculum that achieves the organization's health goals and objectives Partnerships
 - Support the Medical Director and Director of Health Program to build and maintain an effective relationship with TPS primary health care partner, Ravenswood Family Health Center.
 - Coordinate and support relationships with other health and social service providers in the EPA community Learning and Evaluation

- Perform research and program evaluation for elements of the health and education model
- Take on discrete learning projects related to various aspects of the health model design
- Document our practices, program elements, and lesson learned both to guide internal efforts and to share externally
- Provide clear and useful reports for staff, board, and other stakeholders
- Support early efforts to disseminate what we are learning to practitioners and policymakers Administration and Operations
- Provide administrative support to the health team including: - Help to schedule major meetings, arrange event logistics, and manage calendar coordination for members of the health team - Develop systems to support the efficiency of the health team's work - Brief team members for meetings by researching and synthesizing relevant background knowledge - Takes notes at meetings to synthesize and share information - Track contacts with experts and community members - Other responsibilities as needed
- Qualifications:
 - Experience within a health care providing organization preferred
 - Knowledge of and/or experience within the field of child health
 - Spanish speaking
- Preferred Qualifications
 - Strong written and oral communication skills
 - Highly organized and detail-oriented, ability to track and manage multiple priorities
- Compensation: ~\$40,000K (\$21/hr)
 - The Primary School currently offers medical insurance, dental insurance, a vision plan, long term disability, and life, accidental death & personal loss insurance to all eligible employees and their families at significantly reduced cost. While we aim to keep benefits strong and costs low, the amount that each employee will have to contribute for both individual and dependent/spouse/partner coverage and the type of health plan/benefits offered are subject to change.

[SIRUM](#)

Special Projects Fellow

- Fields of Interest: Healthcare / Health Equity, Social Enterprise, Technology, Policy
- Type of Work: Special Projects; Program Support and Development; Project Management; Business Operations
- Preferred Start Date: July 1st, 2022
- Required Start Date: July 1st, 2022
- General Responsibilities: This is an intense startup role with no typical day. Fellows will gain exposure to every functional part of the organization, including growth, operations, policy, marketing and development, in addition to the industries we intersect with as a health tech +

social enterprise, including pharmacies, health facilities like nursing homes, community health centers, free clinics, government, and tech.

■ **Specific Duties:**

- Leading special projects. Special Projects Fellows will be our go-to for high value research and operations projects. It might be managing a large donation of emergency contraceptives to help 30,000 women get access, setting up calls, leading the charge coordinating to our clinics and working out logistics like shipping and manifests. It might also be managing the launch of a pilot program to collect surplus chemotherapeutic and other oncology medications, coordinating with oncology centers across the country.

■ **Qualifications:**

- Passionate about our mission to get every pill to a person in need, our belief that we can use technology to correct this market inefficiency, and our eagerness to build a national solution.
- A project management monster. You excel at organizing yourself and others, defining project goals and outlining milestones. Then, you do it. You execute fairly independently and deliver final products on-time.
- Detail-oriented. You have a great deal of precision, implementing the rigour needed to work in healthcare where the work you do impacts the lives of others. You can get to 100% when needed.
- A problem solver. You enjoy digging into the complexity of problems. You understand the need to “go down the rabbit hole” to learn why something isn’t working so you can find a solution, not just put a bandaid on it.
- Resourceful. You innovate to make your job easier, but have no problem rolling up your sleeves to do what it takes to make things successful.
- A self-starter with some experience in start-ups and/or social enterprise and a bachelor's degree.

■ **Compensation:**

- We cover 100% of monthly premiums for medical, dental and vision insurance for full-time team members, available on the 1st of the month after you join the team. Team members can add on family at cost. If team members have an existing plan they want to keep, we'll give them half of what the org would have paid, ~\$3K / year in the form of a health stipend paid monthly. Managed by JustWorks, the team has access to on-demand primary care, virtual health visits, personal wellness coaches, personal health advocates for medical bills and scheduling, and mental health phone line and counseling. This includes complimentary memberships to concierge medical service One Medical and Health Advocate.

[Ravenswood Family Health Center](#)

Clinical Operations Fellow

- Fields of Interest: Community Health, Administrative
- Type of Work: Administrative Support, Logistics Management
- Preferred Start Date: June 7th, 2022
- Required Start Date: June 7th, 2022
- General Responsibilities: Under the general direction of the Director of Clinical Operations, performs a variety of confidential, clerical support, and administrative duties related to provider peer reviews, meetings, and supporting clinical care projects. This position will also support Associate Medical Directors and the Chief Operations Officer (COO) as requested in carrying out their administrative duties. All Stanford Community Impact Fellows support the Ravenswood Family Health Center with patient, staff and community events and initiatives as well. Management of all organizational SCIF duties is directed by the Staff Development Department Specialist.
- Specific Duties:
 - 1. Performs administrative tasks for the Director of Clinical Operations.
 - 2. Works on a variety of clinical projects as assigned.
 - 3. Assists clinic departments on workflow efficiencies.
 - 4. Prepares for future audits.
 - 5. Process improvements for clinical and operational measures.
 - 6. Coordinates logistics, sets up agendas, takes notes for director meetings.
 - 7. Coordinates clinical speakers and guests.
 - 8. Assists Clinical Support Associate in coordinating arrangements for staff vacations and sick calls.
 - 9. Supports essential main clinic operations through organization of Saturday schedules, distribution of
 - office supplies & mail, and updating patient notifications for clinic closures.
 - 10. Responsible for maintaining the weekly provider meetings calendar on SharePoint.
 - 11. Works with quality improvement team to participate in improvement initiatives.
 - 12. Other duties as assigned and requested.
- Qualifications:
 - Completion of COVID-19 vaccine series and COVID-19 booster.
 - Bachelor's degree is required.
 - Strong organizational skills; detail oriented; research skills.
 - Strong written and personal skills.
 - Experience working in a multi-cultural setting.
 - Creative thinker and self-starter.
 - Skilled in word processing, databases, spreadsheets.
 - Ability to work flexible hours and to work well independently as well as with a team.
 - Experience in nonprofit, the field of public health, and/or health care preferred.
 - Strong public speaking skills preferred.
 - Bilingual Spanish/English or Tongan/English highly preferred.

- Compensation: \$20/hour
 - Paid medical, dental, and vision benefits

[SIRUM](#)

Strategic Partnerships and Special Projects Fellow

- Fields of Interest: Healthcare / Health Equity, Social Enterprise, Technology, Policy
- Type of Work: Special Projects; Program Support and Development; Project Management; Business Operations
- Preferred Start Date: Summer 2022
- Required Start Date: Summer 2022
- Location: Palo Alto, CA
- General Responsibilities: This is an intense startup role with no typical day. Fellows will gain exposure to every functional part of the organization, including growth, operations, policy, marketing and development, in addition to the industries we intersect with as a health tech + social enterprise, including pharmacies, health facilities like nursing homes, community health centers, free clinics, government, and tech.
- Specific Duties:
 - Leading special projects:
 - You will be a go-to for high value projects. It might be managing a large donation of emergency contraceptive to help 30,000 women get access, setting up calls, leading the charge coordinating to our clinics and working out logistics like shipping and manifests. It might also be managing the launch of a pilot program to collect surplus chemotherapeutic and other oncology medications, coordinating with oncology centers across the country. ← Some real projects.
 - Supporting our existing partners:
 - We support hundreds of organizations actively donating their surplus medicine every day, as well as providers and clinics in 40+ communities that directly receive donated medicine for patients or refer patients to one of our partners. You will help support our amazing community of nurses, doctors, technicians, pharmacists, administrators and social workers, answering questions and troubleshooting issues via emails, texts and calls. In addition, you will conceptualize and lead new initiatives to highlight the impact they're having on families' lives and share that with our medicine donor and recipient communities.
 - Building new partnerships:
 - Medicine surplus exists all over the supply chain, from retail to niche closed door pharmacies to thousands of health facilities like nursing homes, and is redistributed to patients via our network of community partners across multiple states. You will project manage exploration into new opportunities to (1)

increase sources of surplus medicine and (2) engage community organizations like social services, food banks and local government agencies to help patients receive donated medicine. This will involve conducting market research, owning scheduling, making calls, and managing follow-up to keep relationships on track.

■ **Qualifications:**

- Passionate about our mission to get every pill to a person in need, our belief that we can use technology to correct this market inefficiency, and our eagerness to build a national solution.
- A project management monster. You excel at organizing yourself and others, defining project goals and outlining milestones. Then, you do it. You execute fairly independently and deliver final products on-time.
- Detail-oriented. You have a great deal of precision, implementing the rigour needed to work in healthcare where the work you do impacts the lives of others. You can get to 100% when needed.
- A problem solver. You enjoy digging into the complexity of problems. You understand the need to “go down the rabbit hole” to learn why something isn’t working so you can find a solution, not just put a bandaid on it.
- Resourceful. You innovate to make your job easier, but have no problem rolling up your sleeves to do what it takes to make things successful.
- A self-starter with some experience in start-ups and/or social enterprise and a bachelor's degree.

■ **Compensation:**

- \$55K+ (\$45K base + \$10K stipend to live close to office)
- 4% 401K match.
- Professional development stipend to learn new skills!
- 6 weeks off - 2 weeks of company holidays (including Juneteenth, National Election Day, Thanksgiving + Day after, Christmas Eve + Day.) and 4 weeks accrued PTO.
 - We cover 100% medical, dental + vision monthly premiums. If you want to keep your own, you'll get paid half of what we would have paid ~\$3K.
 - Access to on-demand primary care, virtual health visits, personal wellness coaches, personal health advocates for medical bills and scheduling, and mental health phone line and counseling. This includes complimentary memberships to concierge medical service One Medical and Health Advocate.

Team4Tech

Program Associate

- Fields of Interest: Education, Youth Development, Community Development
- Type of Work: Project Management, Communications, Program Development + Operations
- Preferred Start Date: Flexible Summer/Fall 2022

- Required Start Date: Flexible Summer/Fall 2022
- General Responsibilities:
 - Project Management, Communications, Program Development + Operations
- Specific Duties:
 - Support Design 4 Impact pro bono volunteer event logistics, recruitment, orchestration
 - Support Program Directors in conducting critical projects and events that connect Team4Tech's nonprofit partners with our corporate partners.
 - Monitor and maintain engagement on Team4Tech's new Community of Practice platform
- Qualifications:
 - Strong writing skills
 - Google Suite knowledge
 - Detail oriented
- Preferred Qualifications
 - Familiarity with international development and/or education sector
- Compensation: \$40,000
 - \$500 per month stipend for the Fellow to cover their own insurance coverage.

Growth Associate

- Fields of Interest: Education, Youth Development, Community Development
- Type of Work: Social Media, Communications, Program Development + Operations
- Preferred Start Date: Flexible Summer/Fall 2022
- Required Start Date: Flexible Summer/Fall 2022
- General Responsibilities:
 - Engaging with the CSR (Corporate Social Responsibility) teams of Team4Tech's corporate sponsors
- Specific Duties:
 - Maintain and grow Team4Tech's social media presence
 - Write case studies and project descriptions to be used in Team4Tech's marketing materials
 - Support Growth team managers with existing and new corporate partner relationships
- Qualifications:
 - Strong writing skills
 - Google Suite knowledge
 - Social media experience
- Preferred Qualifications
 - Interest in fundraising and/or business development
- Compensation: \$40,000
 - \$500 per month stipend for the Fellow to cover their own insurance coverage.