



Outreach and Community Engagement Summer 2023 Fellowship

About Safe & Just Michigan

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities, and everyone is responsible for creating accountability, safety, and justice. We work to reduce the harm caused by both crime and unnecessary incarceration. **Learn more about SJM at www.safeandjustmi.org.**

Fellowship description

Safe & Just Michigan is seeking someone who is criminal justice impacted or formerly incarcerated that has interest in learning about stakeholder engagement and policy campaign development. The fellow will assist with the planning and hosting of small group convenings and one-on-one meetings. No previous policy or event planning experience is necessary.

This fellowship will work under the supervision of the director of outreach and community partnerships. The fellow must commit to working approximately 1-1.5 days a week or 8-12 hours a week over the course of four months. The fellow will develop interpersonal communication, problem solving and event planning skills.

The fellowship will require both remote and in-person activities. Travel will be required to attend selected events. SJM policy requires staff, including fellows, to provide documentation of the receipt of the COVID-19 vaccination.

Responsibilities

With support of and guided by the director of outreach and community partnerships:

- Observe and shadow director of outreach and community partnerships to learn strategies for networking and relationship building.
- Support in the coordination and planning of stakeholder convenings and meetings.
- Support scheduled meetings by greeting guests, preparing print materials, and notetaking.
- Research companies and policies related to second-chance employment in the health care setting.

- Identify opportunities to connect with stakeholders and parties interested in engaging in second-chance employment practices.
- Other duties as assigned.

Qualifications

- **Experience with Technology:** Knowing how to use e-mail, basic computer programs, internet, and video conferencing is helpful.
- **Interpersonal communication skills:** Ability to communicate with diverse populations in a professional manner.
- **Willingness to try new things:** A demonstrated willingness and interest in trying things for the first time.
- **Passion for social justice:** Demonstrated passion for and commitment to advancing criminal justice reform in Michigan.

Compensation

SJM will compensate the fellow with a stipend of \$5,000 divided in equal payments over four months. Pre-approved travel will be reimbursed at the rate of .655 cents per mile.

To Apply

To apply, send an email and resume outlining your interest in this opportunity to our Director of Outreach and Community Partnerships Ken Nixon at ken@safeandjustmi.org with "Fellowship" in the subject line. In the email please answer the following questions:

1. Explain why you are interested in this opportunity.
2. What do you hope to gain from this experience?
3. Share an example of how a recent or previous employment/volunteer/educational experience has prepared you to succeed in this fellowship.

Applications will be accepted through Friday, August 11, 2023. The anticipated start date is in mid-August 2023.

Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.