



**Organization: Bridges Baltimore (at St. Paul's School)**  
**Position: Public Service Fellowship – High School Program**

Anticipated start date: June 2018

Resumes and cover letters due: March 25, 2018

**About Bridges Baltimore**

Bridges Baltimore is dedicated to ensuring the long-term success of motivated elementary school aged youth from under-resourced communities in Baltimore City. It does this through an innovative 13+ year long program that supports students from elementary school through college and into their careers. Program efforts help students/families (a) find success / navigate obstacles in school, (b) become well-rounded people, and (c) prepare for college and career opportunities.

The Program currently provides year-round support and programs to 260 Baltimore City youth ages 9-22 via its sites at St. Paul's School (est. 1993) and at Gilman School (est. 2014). Over the last three years, Bridges participants have a 100% high school graduation rate and 80%+ college matriculation rate. We are working hard to formalize post-high school programs - ensuring that students complete their degrees and find right-fit careers.

Baltimore is loaded with wonderful young people who would thrive with the support Bridges provides and we are committed to continued expansion throughout the City. Join a team that is dedicated to making this happen. To learn more about Bridges, visit this piece from 'This Week' with George Stephanopoulos: <http://abcnews.go.com/ThisWeek/video/building-bridges-baltimore-31106531>

**The Opportunity**

As Bridges continues to grow, we seek a highly motivated and entrepreneurial recent college graduate / young professional to join our small, hard-working, and innovative team. Reporting to the High School Program Director, the High School Public Service Fellow (PSF) will spend 1 to 2 years leading and developing programs that help change the lives of the motivated young people we serve. **The High School PSF will be responsible for:**

**Academic school year support**

- Providing and fostering one-on-one support for Bridges high school students
- Developing and leading weekend programs for ninth through twelfth grade students
- Serving as an academic resource for struggling and curious students
- Helping to manage tutoring partnerships through the academic school year

**Summer support**

- Evaluating and working with students and job partners in the Bridges Summer Jobs Program
- Leading and developing Monday enrichment workshops
- Providing one-on-one professional development to students

**Communications**

- Serving as a part of our Communications team to help market our work via Facebook, newsletters, and other media sources
- Assisting in large scale organizational events such as our annual Kickball Classic fundraiser.



## **Why Become a PSF?**

Working as a PSF can help to jump-start a career in human services. It can also clarify career aspirations in education, counseling, public policy, and non-profit management. It's a great way to serve others and an opportunity to develop leadership skills that will help in any career path.

## **Desired Background**

The PSF role is a rewarding one, but is also quite demanding. It requires a person who thrives in a fast-paced working environment, is optimistic, likes to learn, and seeks excellence in all responsibilities. Additionally, the PSF will be expected to operate with great sense of agency, entrepreneurialism, and urgency. **Ideal candidates will meet the following criteria:**

### **Education**

- Under-graduate degree with a proven record of academic success

### **Volunteer / work / leadership experience**

- Experience working with urban youth between the ages of 13 and 19
- Success in at least one post-high school leadership role
- We will look favorably upon prior volunteer experience at Bridges

### **Willingness and Ability To**

- Build strong & trusting relationships with students, parents, volunteers, staff, and partners
- Help us improve the organization and our programs
- Show and take initiative in regard to problem solving
- Grow from failure and take risks
- Maintain confidentiality
- Support other projects and assignments that are in the best interest of the organization
- Use existing workplace technology (Excel, Outlook, Word, Dropbox) and adapt as needed
- Drive a 14-passenger van (We will train you!)
- Speak publicly

### **Length of Commitment**

- The Public Service Fellow's first year commitment is June 2018– August 2019.
- Bridges will look favorably upon applicants with an interest in a 2-year commitment.

### **Compensation and Benefits**

- Salary & benefits are competitive for this full-time position

### **To Apply**

- Please send a resume with a brief cover letter to [bridgesbaltimore@gmail.com](mailto:bridgesbaltimore@gmail.com) by 3/25/18.
- Please name files in the format: "Last Name, First Name - r" for resumes & "Last Name, First Name - cl" for cover letters.
- Candidates will be reviewed and interviews will be conducted on a rolling basis.

### **To Learn More about Bridges**

- **Facebook:** Click [Here](#)    **Web:** Click [Here](#)



**PHYSICAL REQUIREMENTS:** Physical demands while performing this job include:

- Hearing: Adequate to perform job duties in person and over the telephone.
- Speaking: Must be able to communicate clearly in person and over the telephone.
- Vision: Visual acuity adequate to perform job duties
- Requires bending, reaching, repetitive hand movements, standing, walking, squatting and sitting.