



Social Contract Fellow
Business Development/ Company Operations

Program	Summer Fellowship	Program Description	June - July 8-week program with extension opportunity 10-15 hours per week
Position	Fellow	Job Type	Part-time, Temporary
Location	Preference of Philadelphia and Pittsburgh Cities, with a remote option	Hourly Pay Range	\$23-27/hr

Social Contract helps communities solve complex social problems.

Program Overview: The Social Contract Summer Fellowship is a paid 8-week immersive personal and professional development program focused on social impact consulting. It provides unique exposure to meaningful and hands-on work in issue areas, including health and human services, reducing community violence, education, workforce development, and more. Fellows have the chance to explore the approaches used to tackle complex social issues, as respected colleagues, changemakers, and people. The Fellowship provides an environment to learn, grow, and experiment under the mentorship of peers and the Social Contract team, whether you are a recent college graduate, currently in grad school, or even an early to mid-career professional looking for a change. This position plays a dual role in supporting the internal operations of the organization, while also serving as the liaison between leadership and Impact Operations.

Focus areas for the development sessions will include:

- The Social Contract approach
- Collective impact -Theory and approaches
- Systems thinking
- Design thinking
- Character-driven Leadership and Followership
- Developing Emotional Intelligence
- Practical habits for workplace success
- Social change
- Theories of Change
- Learning & Development

This program also dives deep into the focus areas of the projects we pursue, these include:

- Community Violence Intervention
- Gun Violence Intervention
- Diversity, Equity, Inclusion and Access

- Workforce Development
- Organizational Change Management & Culture
- Research Evaluation & Data Management

Position Overview: Social Contract's team includes two verticals: Impact (the consulting team), and Business Development/ Operations. This position is designed as a cross-vertical role and will expose the fellow to the breadth of operations across teams. In this role, you will support the work within Business Development and Company Operations to implement internal projects successfully. This support may include, but not be limited to, meeting preparation and coordination, research, change management, grant writing, proposal development, and other operational duties. This role has a particular emphasis on communication, transparency, and the ability to share knowledge across business verticals. You will collaborate with a creative, enthusiastic team to drive social change and help Social Contract grow. This will include the following discrete activities:

- Support multiple operational activities including research and data reviews, data collection (including surveys and interviews), and report writing.
- Collaborate with the Operations team to execute priority internal projects for the current quarter. These projects include:
 - Company Culture & Employee Experience
 - Internal Tools Management & Learning Agenda Development
- Collaborate with the Business Development team to identify Request for Proposal (RFP) opportunities and develop proposals;
- Draft content for Social Contract's newsletter, including impact stories from client projects;
- Support the development of final deliverables for projects, including presentations and reports;
- Attend meetings with clients and other relevant stakeholders as directed by the Operations Manager.
- Maintain and regularly update project documents in Google Drive and the designated project management tool for each assigned project; and
- Provide any other project management-related support upon request from team leaders.
- Gain the opportunity to work alongside Social Contract team members in varying capacities (Directors, Senior Consultants, Consultants and Associates)

General Requirements: To excel in the Social Contract Fellow role, the applicant should:

- Be an insightful and creative thinker who can manage competing priorities, navigate multiple projects at once, and quickly acclimate and understand tasks.
- Be passionate about personal and professional growth
- Be prepared to learn, participate and grow
- Be proactive, resourceful, and demonstrate initiative.
- Love a fast-moving environment and have the agility to move easily from task to task.

- Have excellent interpersonal communication skills and the ability to exercise discretion and confidentiality.
- Demonstrated knowledge and skills in using technical tools including a variety of PC applications (Microsoft Office, Google Suite, Zoom, HubSpot, Slack).
- Be detail-oriented with exceptional reading and verbal communication skills.
- Generally be able to work within the hours of 9:00 am and 6:00 pm ET and must be legally authorized to work in the United States.

What you will leave with:

- Personal and professional growth
- Increased knowledge and awareness of complex social issues that affect our communities
- Deeper understanding of the habits of mind Design Thinking and Systems Thinking
- Knowledge of the Social Contract Process for creating transformational change
- Awareness of the large scale influence that Collective Impact creates
- Recognition of a growth-focused company culture that encourages growth personally and professionally
- Certificate of completion (amount of hours completed)

To apply, please use the following website:

<https://socialcontract.org/about/social-contract-fellowship-program>. All other forms of submission will not be considered.

We want you to bring your authentic self to work every single day. We accept you for who you are and consider everyone on an equal opportunity basis without regard to ancestry; age; appearance; color; gender identity and/or expression; genetics; family or parental status; marital, civil union, or domestic partnership status; mental, physical, or sensory disability; national, social or ethnic origin; past or present military service; sexual orientation; socioeconomic status; race; religion or belief.

*If you require reasonable accommodation or assistance for any part of the interview and employment process, please contact us at **PeopleOps@socialcontract.org** and let us know the nature of your request.*