



Fellowship letter of engagement Spring 2021

Dear Ms/Mr

The Advocacy Project exists in part to provide opportunities for international service to university students. This is not easy in the era of COVID-19, but 2020 has shown that remote service can open up exciting new opportunities for innovative long-distance support. It is in this spirit that we are pleased to offer you this fellowship and welcome you to The Advocacy Project!

This letter sets out your responsibilities as a Peace Fellow. Please read this letter carefully, sign and return the scanned copy to the email addresses below.

Date and duration: You will be engaged for 3 months, starting on January 15 and ending on April 15.

Hours: You will work for 20 hours a week, more if you so decide.

Stipend: We offer \$200 a month for all remote fellowships, and \$1,000 (plus insurance) for international assignments. This may change after consultation with our university partners. Stipends are paid by check at the end of the month

Probationary period: We will review your first month together and make adjustments as needed.

Blogs: You will post one blog a month to your blog page on the AP site on any issue related to your work at AP. We encourage you to use the page to write more blogs, share the link with your school, friends and family, and invite comments.

Communications and meetings: The 2021 team will hold a remote meeting before the end of December, to share background information (online manuals). You will do your best to become familiar with our process in advance but will not be required to start work until January 15. You will then attend one staff meeting a week remotely and let us know in advance by phone or email if you are unable to attend. Failure to do so will result on your fellowship being ended.

Online profile: You will receive a dedicated AP email address and use this for all AP communications. You will also post a profile to our website where you will publish your blogs, as well a brief profile for our 2021 team page.

Working remotely: You will work remotely from a place of your choosing and be responsible for installing and using the appropriate technology. (Zoom, skype, GoogleChat etc)

Support startups for social change. AP will invest in up to 15 startups in 2021, [as described on this page](#). You will have responsibility for coordinating one or more startup, based on your interests and our need. Your role as coordinator will involve:

- Meeting with your partner remotely at least once a week.
- Helping your partner to prepare a fundraising appeal on GlobalGiving. (The appeal may not happen until June, but one of our 2021 goals is that all partners post their own appeal and identify their own donors by end 2021.).
- Helping AP and your partner to develop a 2021 budget and workplan (with 2021 goals for the startup) by end January 2021.
- Draft and sign an MOU between the partner and AP (January).
- Help your partner to upgrade their website or develop a new site. While the latter will take more than three months, we can help by producing content.
- Provide another other technical support for the partner as described below.
- Help your partner post at least one blog to the AP site.

Research (optional): You are encouraged to explore a research topic and/or school project with your school and partner organization. Research papers will be posted on the AP and partner sites.

Technical support: You will draw on your tech skills to support AP and your partner organization, depending on your interests and our needs. Our goals are to strengthen your partner organization and enrich your own fellowship. We will provide basic training in the following:

- Our online manuals, which describe all aspects of AP's work. We will upgrade and standardize manuals in 2021 and may ask for your help.
- WordPress website development and maintenance. Depending on your level of comfort you may be asked to train your partner in the use of Wordpress.
- Social media (YouTube, Twitter, Facebook, Instagram, Pinterest, LinkedIn)
- Managing and posting content online.
- Photo management (Pikmonkey and Flickr).
- Story-telling through embroidery and [advocacy quilting](#).
- Design (Canva, Photoshop etc) for brochures, flyers, catalogues, and reports.
- Podcasting.
- Video (taking footage; editing; posting).

Revision of this letter: Once your tasks are agreed, you will update this letter and share it with your partner organization and other members of the AP.

Evaluation: We will help you to submit any evaluation requested by your university We will also ask you to complete a simple online survey on your experience at AP at the end of your fellowship and post a [photo and comment to our website](#).

Please enter your name, signature and date:

Fellow

Name and school: _____

Date: _____

Signature: _____

AP

Name and position: _____

Date: _____

Signature: _____

Return to: DCOffice@advocacynet.org with CC to iain@advocacynet.org

*

Washington DC, December 4, 2021